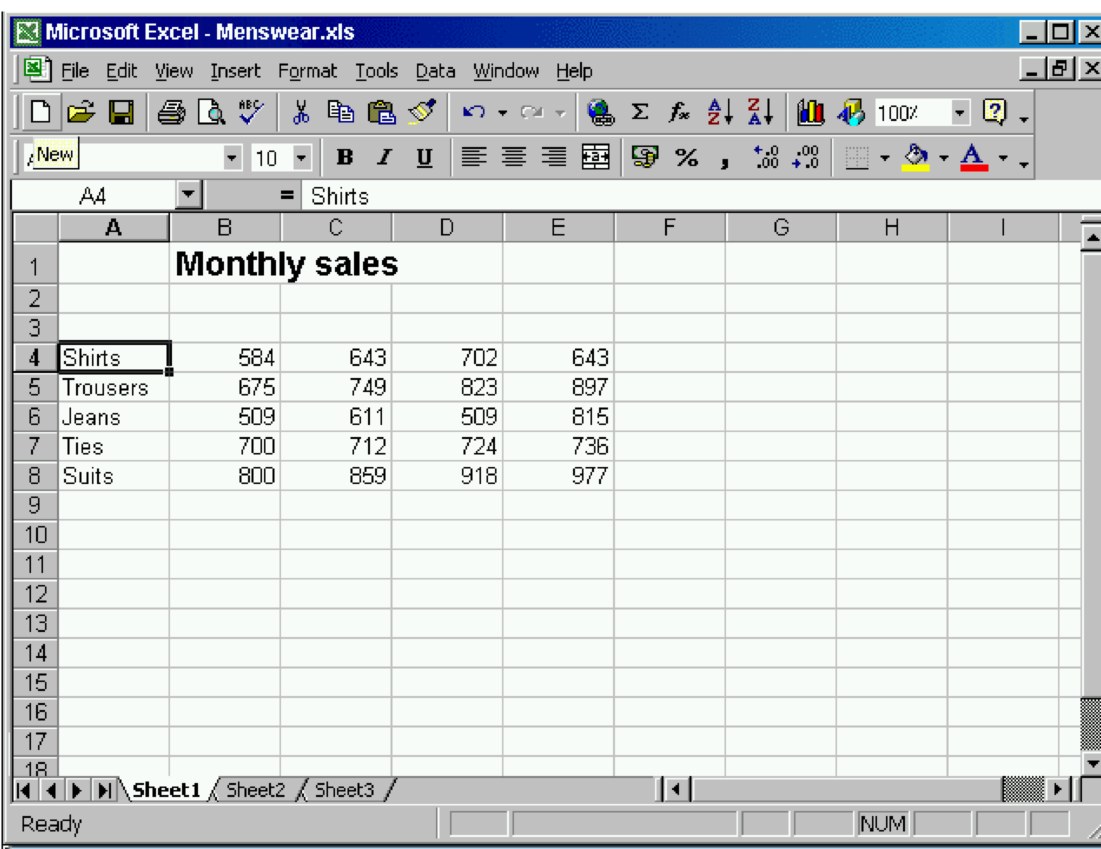
Microsoft Excel - Menswear.xls

	A	B	C	D	E
1		Monthly sales			
2					
3					
4	Shirts	584	643	702	643
5	Trousers	675	749	823	897
6	Jeans	509	611	509	815
7	Ties	700	712	724	736
8	Suits	800	859	918	977

Open the Samples.xls workbook that is in the My Documents folder.

File→ open→ select the samples.xls → open



Create a new, blank workbook.

Click new tool from the standard tool bar

Microsoft Excel - Menswear.xls

	A	B	C	D	E
1		**Monthly sales**			
2					
3					
4	Shirts	584	643	702	643
5	Trousers	675	749	823	897
6	Jeans	509	611	509	815
7	Ties	700	712	724	736
8	Suits	800	859	918	977

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.

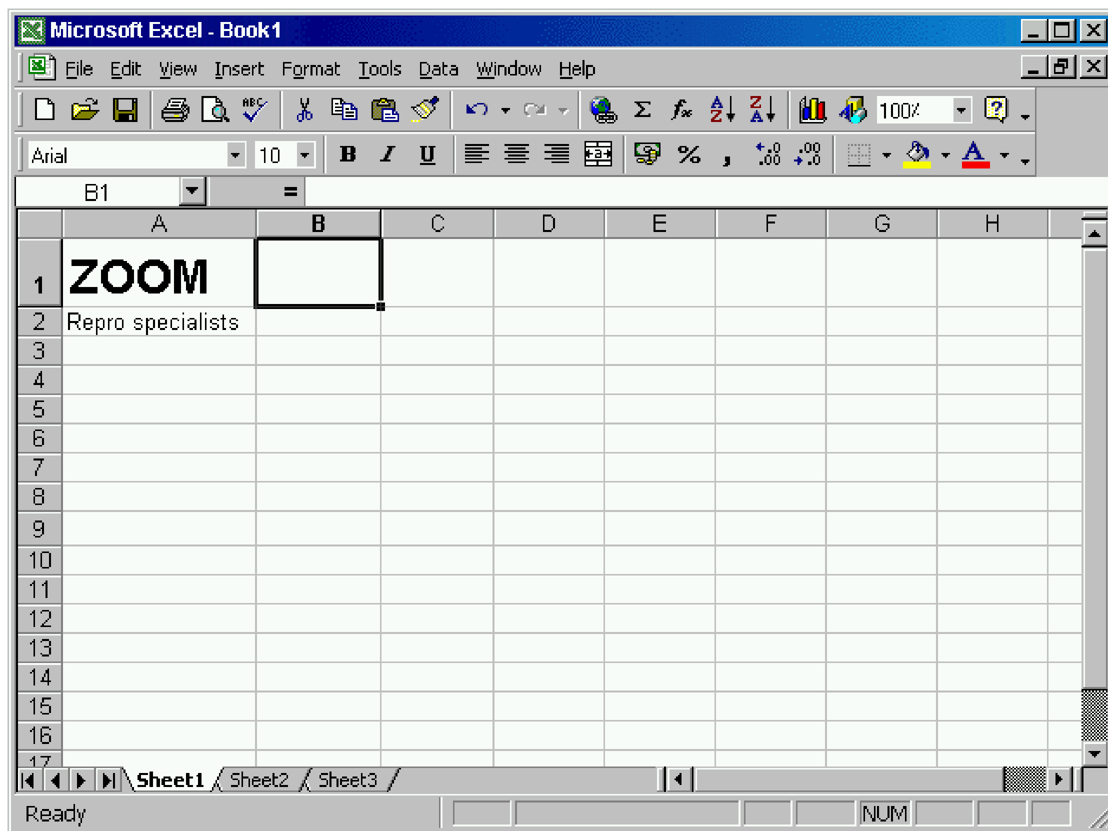
Note: Do not change the file location.

File → save as → select Microsoft excel 5.0/95 work book from save as type → click save

Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method
271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier
272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery
273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery
274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Wilma	Same-Day Delivery
275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect
276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery
277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery
278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect
279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery
280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect
281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery
282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect
283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier
284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect
285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery
286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery
287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect
288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect
289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Wilma	Collect
290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	Two-Day Delivery
291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier
292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery
293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery

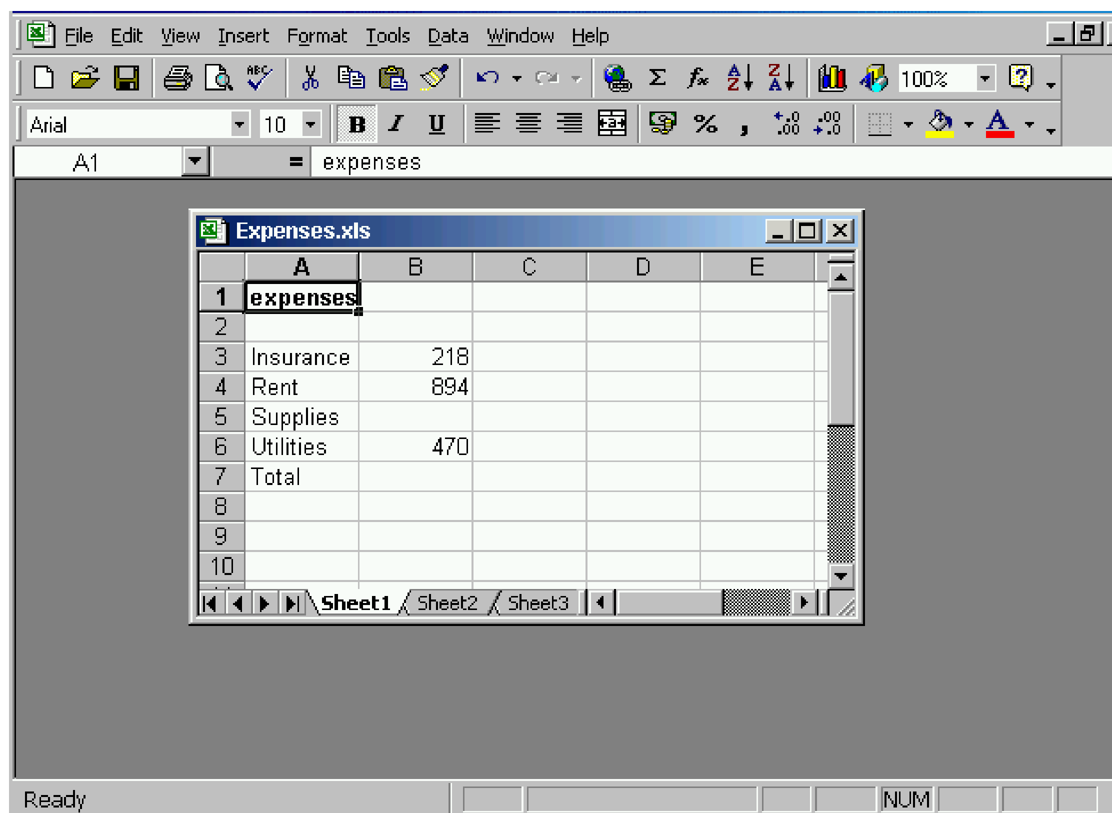
Use Microsoft Excel Help to access information on advanced filters.

Help → Microsoft excel help → type advanced filters → click search



Change the user name for this application to Carla Banks.

Tool → options → select General tab → in user name type Carla Banks



Enter the value 521 in cell B5.

Click any other cell when you have finished.

Select B5 cell → type 521→ click any other cell

Microsoft Excel - Menswear.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U 100%

E8 = 977

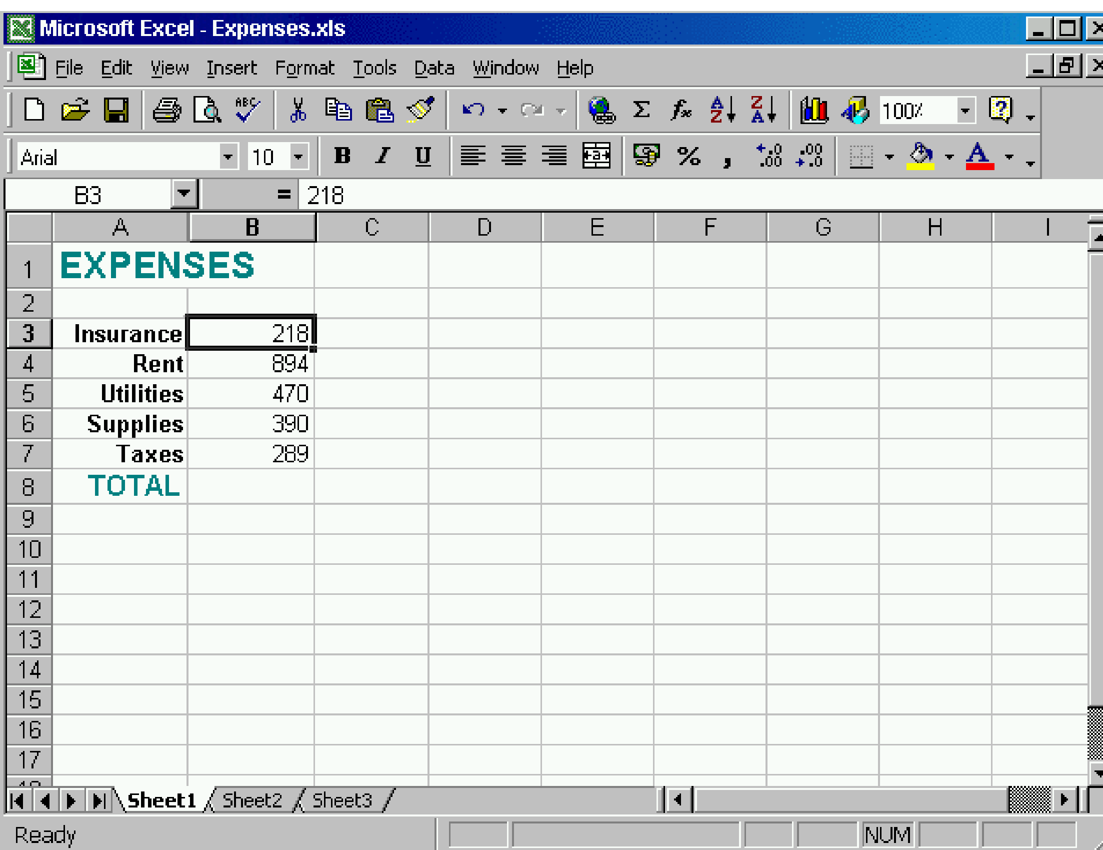
	A	B	C	D	E	F	G	H	I
1		**Monthly sales**							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Sheet1 / Sheet2 / Sheet3

Ready NUM

Click on the location that selects all of the cells in row 4.

Click on the gray area of the row 4



You wish to reverse the last change you have made to this worksheet.

Choose the appropriate command to do this.

Click on the undo tool from the standard tool bar

File View Control Help

Microsoft Excel - Accounts.xls

File Edit View Insert Format Tools Data Window Help

Arial 20 100%

A2 = Month

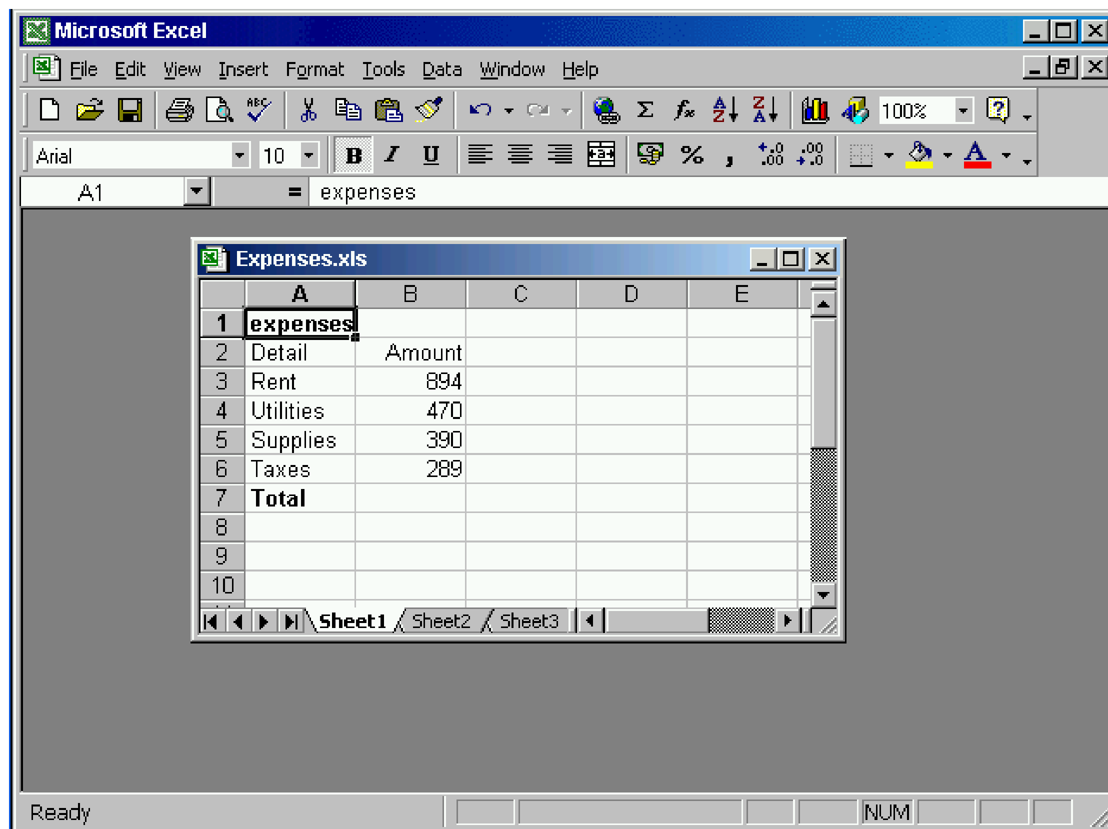
	A	B	C	D	E	F	G
1	Income and Expenditure						
2	Month	Income	Expenditure	Profit	Forecast		
3	January	27548	23600	3948	4000		
4	February	28000	23600	4400	6000		
5	March	28000	23600	4400	5000		
6	April	28000	23600	4400	4000		
7	May	27496	24950	2546	6000		
8	June	28000	24000	4000	8000		
9	Total	167044	143350	23694	33000		

Sheet1 Sheet2 Sheet3

Ready NUM

Automatically adjust the height of Row 2 to fit its tallest contents.

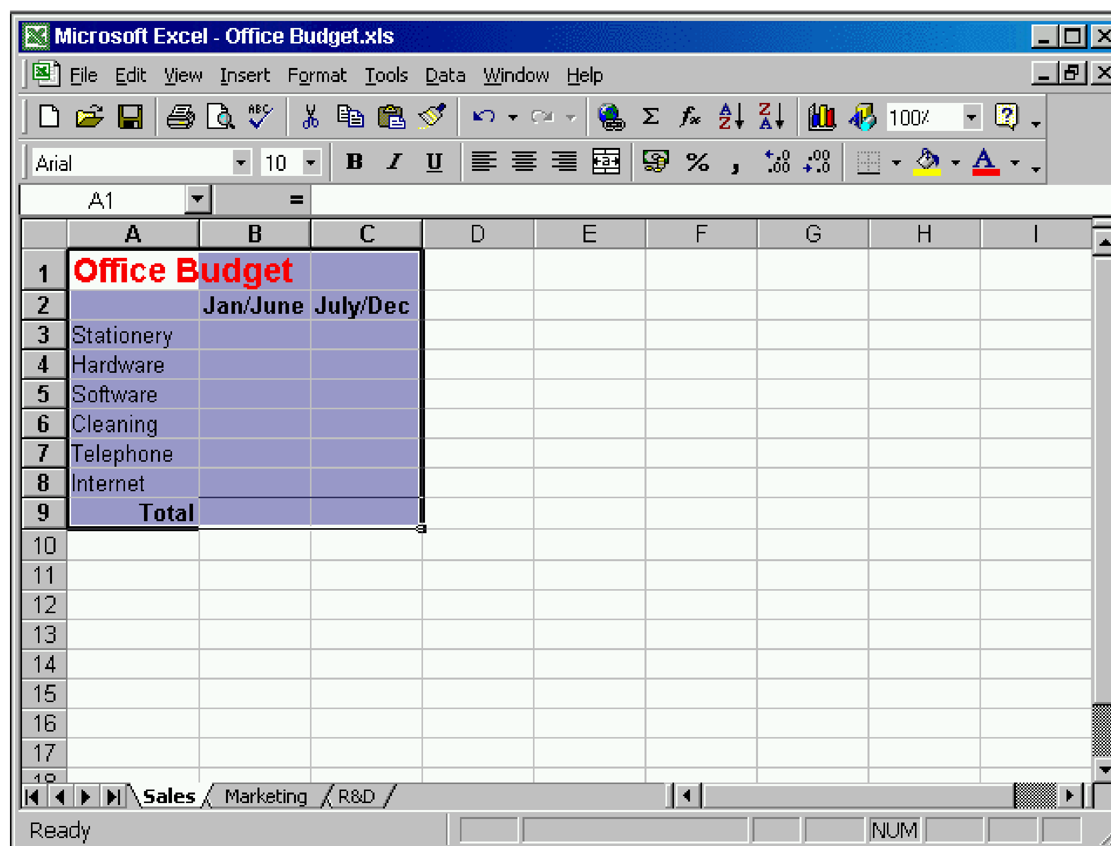
Double click on the gray area between Row 2 and Row 3



Change the contents of cell B2 to the word Cost.

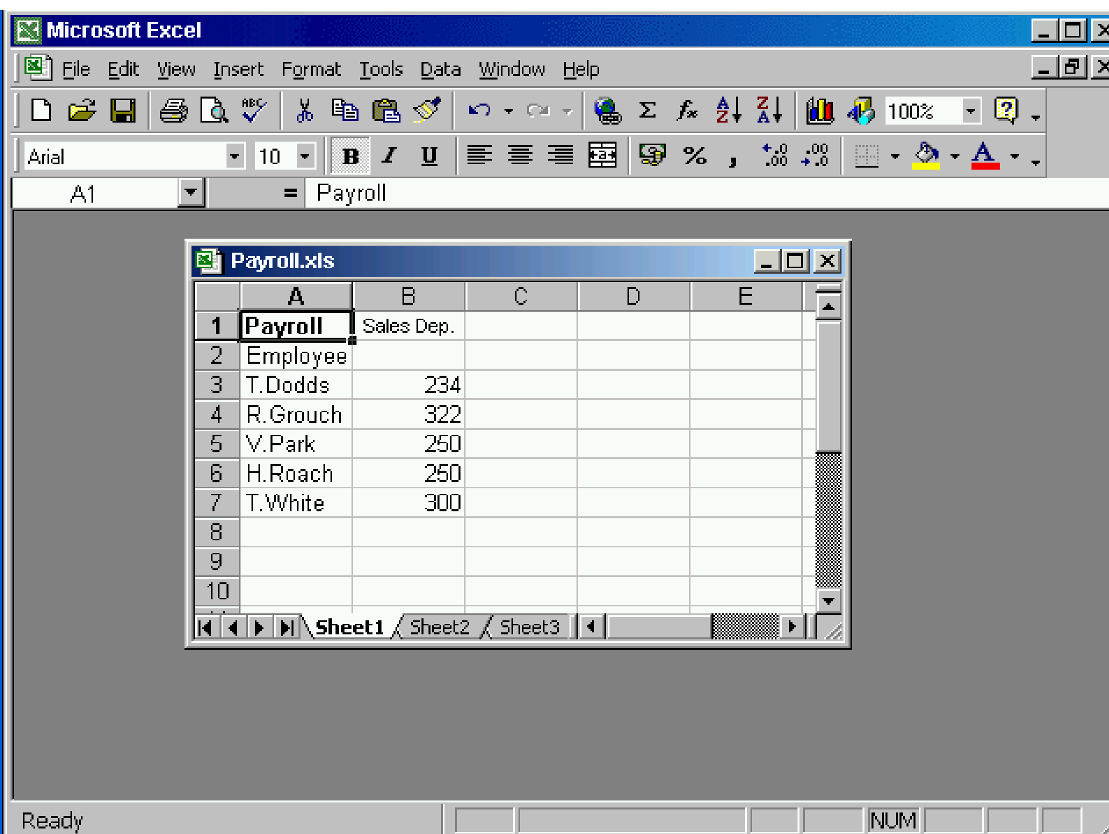
Press Enter when you have finished.

Select cell B2 → type Cost→ press Enter



Copy the selected range and paste it into cell A1 in the worksheet entitled Marketing in this workbook.

Click copy from the standard tool bar → select the Marketing worksheet → click paste from the standard tool bar



Clear the contents of cell B3 without deleting the cell.

Select the cell B3 →press the delete key from the keyboard

Microsoft Excel - Employee Listing.xls

File Edit View Insert Format Tools Data Window Help

A2 = *Team leaders are in bold

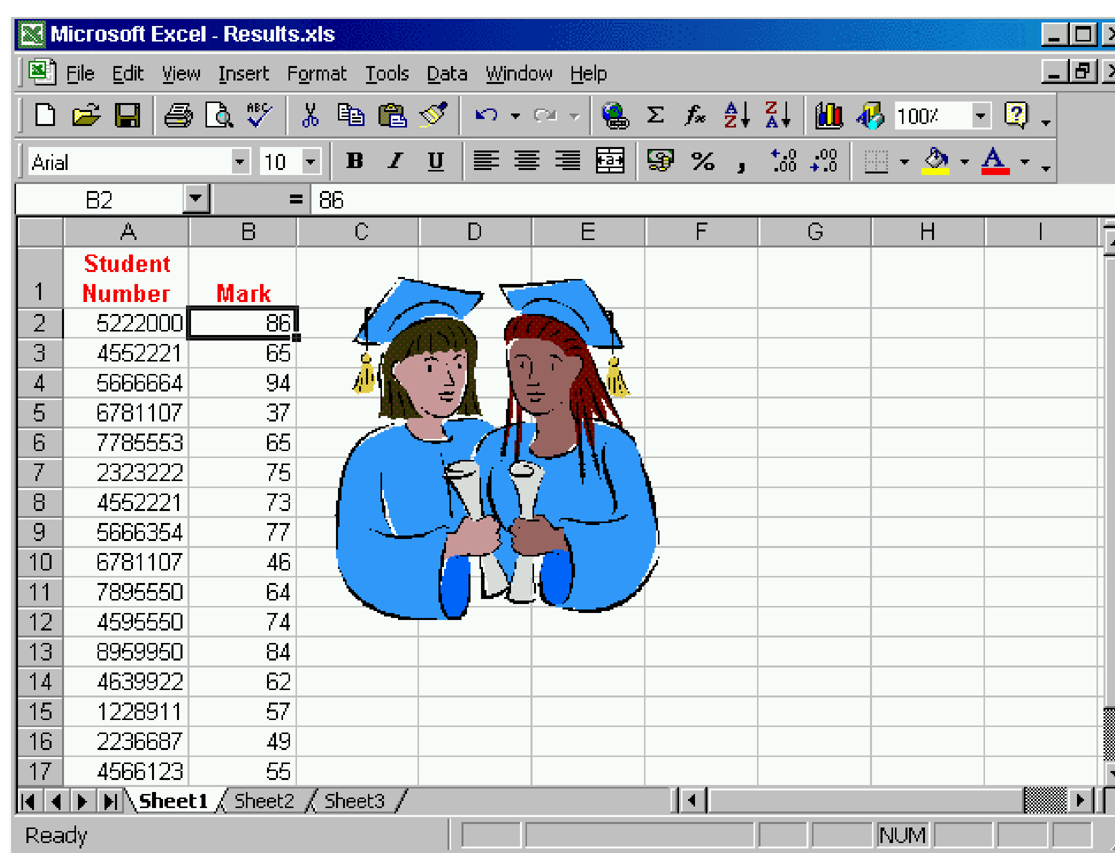
	A	B	C	D	
1	Employee Listing (2003)				
2	*Team leaders are in bold				
3	Production Dept	Design Dept	Accounts Dept	QA Dept	HR
4	**Gretta Bouche**	**Mark Edelbach**	**Deirdre Gahan**	**Jim Jordan**	**Alain Sibi**
5	**Anne Campbell**	Frances Smith	**Anya Merton**	Eugenia Katawa	Sara Wagr
6	**Aaron Eder**	Shariq Siddiqui	Kay Sigurd	Deirdre Gahan	Mark Edell
7	Leo Bernstein	Lee Yuk Sin	Melanie Cutter	Claudia Kelly	Lee Yuk S
8	Adam Edwards	Silva Gorma	Lee Siew Shen	Cathryn Roberts	Klaus Sieb
9	Enzo Farelli	Kim Nam Sim	Martin O'Neill	Carlos Eduardo	Kim Nam S
10	Andrew Davidson	Wolf Siegert	Cathryn Roberts	Anya Merton	Karin Edel
11	Aisling Miller	Alain Sibille	Claudia Kelly	Roger Sibille	Graham Sh
12	Harry Knowles	Karl Wagner	Rachel Morton	Rachel Morton	Frances S
13	Dominique Seurat	Graham Short	Carlos Eduardo	John Breen	Didier Blar
14	John Barry	Karin Edelbach	Pablo Sierchio	Neill Plunkett	Josie Taylo
15	Pili Halldare	Klaus Siebs	Juan Gonzalez	Melanie Cutter	Rose Tibet
16	Naomi Byrne	Didier Blanc	Jim Jordan	Neil Roberts	Frank Smi
17	Stefano Pescina	Rodrigo Pereira	Neill Plunkett	Jayne Maher	Ruth Asah
18	Min Chang	Shauna Buchanan	Eugenia Katawa	Bill Bronford	

Sheet1 Sheet2 Sheet3

Ready NUM

Use the Replace tool to replace all occurrences of the name Jane Harris with Tim Snow.

Edit → select replace → type Jane Harris in the find what → type Tom Snow in replace with → click replace all



	Student Number	Mark
2	5222000	86
3	4552221	65
4	5666664	94
5	6781107	37
6	7785553	65
7	2323222	75
8	4552221	73
9	5666354	77
10	6781107	46
11	7895550	64
12	4595550	74
13	8959950	84
14	4639922	62
15	1228911	57
16	2236687	49
17	4566123	55

Automatically sort this list so that the highest mark displays at the top of the list.

Click the sort descending tool from the standard tool bar

Microsoft Excel - Office Budget.xls

	A	B	C
1	Office Budget		
2		Jan/June	July/Dec
3	Stationery	2,300	2,700
4	Hardware	45,000	12,000
5	Software	12,000	8,000
6	Cleaning	5,600	5,600
7	Telephone	1,900	1,900
8	Internet	2,000	2,000
9	Total	68,800	32,200

Sales

Insert a new worksheet into this workbook.

Right click on the sales worksheet → select insert → ok

Microsoft Excel - Planting.xls

	A	B	C	D
1	Planting Schedule			
2		Maple	Ash	Birch
3	January	200	100	0
4	February	150	100	0
5	March	150	100	0
6	April	0	100	0
7	May	0	100	100
8	June	0	100	100
9	July	0	100	50
10	August	0	100	200
11	September	150	100	200
12	October	300	100	200
13	November	400	100	200
14	December	100	100	150

Trees / Annuals

Start | Planting.xls | Contracts.xls

Move the entire Annuals worksheet into the Contracts workbook, so that it displays after the other worksheet.

Right click on the Annuals worksheet → select move or copy → select Contracts from to book → select move to end from before sheet → ok

Which one of the following formulas would be appropriate to calculate the monthly surplus for September in this worksheet?

القائض

- =B5+
- =SUM(B5:D5)-SUM(B11:D11)
- =B5-B11
- =AVERAGE(B5:D5)-AVERAGE(B11:D11)

	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Allowance	80	80	80
4	Part time work	240	250	270
5	Total income	320	330	350
6				
7	Clothes	40	65	25
8	Books	115	35	15
9	Travel	40	50	55
10	Entertainment	100	180	195
11	Total expenditure	295	330	290
12				
13	Monthly Surplus			

= B5-B11

If the Enter key was pressed to accept the formula in cell B9, which of the following would be the result:

- A #REF! error message
- 9.3
- A #VALUE! error message
- A #NAME? error message

SUM =MAXIMUM(B2:B8)

	A	B	C
1		Millimetres per day	
2	Monday	4	
3	Tuesday	4.8	
4	Wednesday	2.1	
5	Thursday	1.6	
6	Friday	9.3	
7	Saturday	7.2	
8	Sunday	4.2	
9	**Maximum Rainfall**	=MAXIMUM(B2:B8)	

o A#NAME? Error message

Which formula entered into **C3** would calculate the **Total Cost** of Barrels for the **Oil Deco** company and if copied down would automatically calculate the Total Cost for all the other customers.

- =B3*C1
- =B3*$C$1
- =$B$3*$C$1
- =$B$3*C1

	A	B	C
1		Cost per Barrel:	45.00
2	Customer	Barrels	Total Cost
3	Oil Deco	2,400	
4	Midland Oil	4,230	
5	Trexo Oil	6,060	
6	O.I.L. Co.	7,890	

o =B3*$C$1

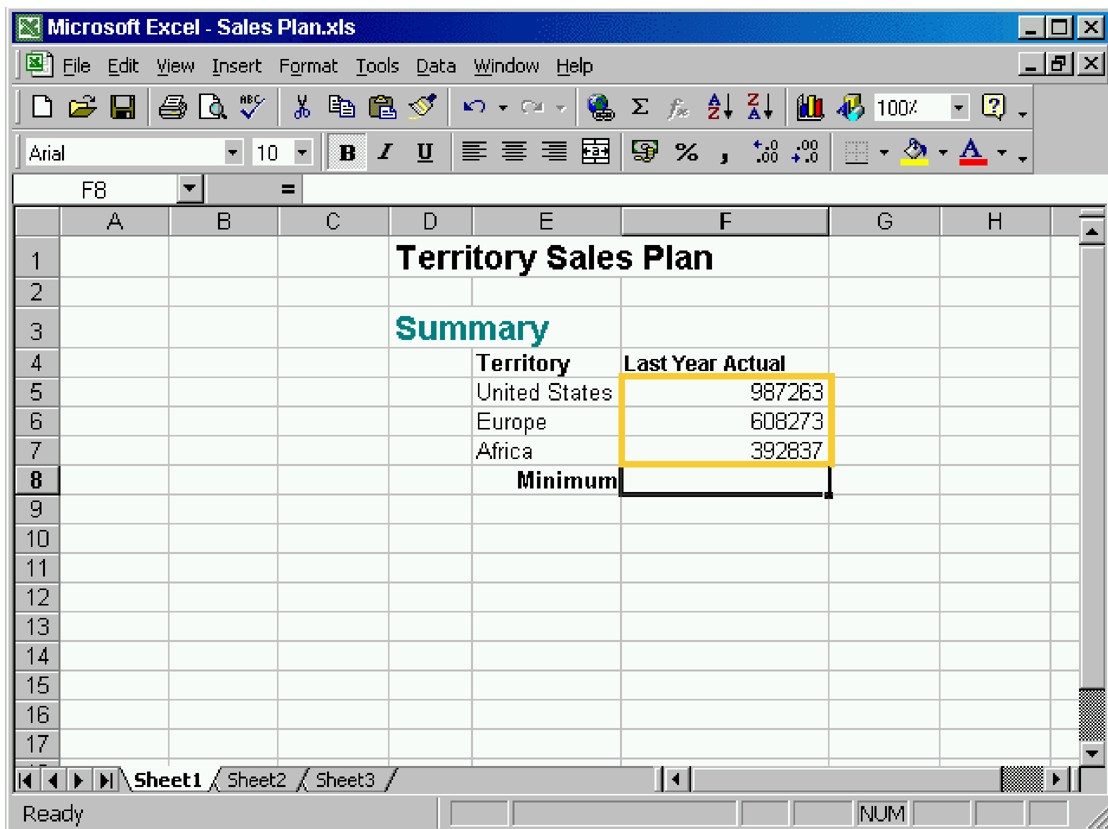
Which formula entered into **B5** will calculate the total cost of a **Colonial** style chair (including delivery) and if copied to C5 will perform a similar calculation for the **Metro** style chair?

- SUM($B$2:$B$4)+B8
- =SUM(B2:B4)+$B$8
- =SUM(B2:B5)+$B$8
- =SUM(C2:C4)+$C$8

Microsoft Excel - Furniture Prices.xls

	A	B	C	D
1	Details	Colonial	Metro	Cottage
2	Chair	138.00	156.00	125.00
3	Loose cover	47.00	52.00	38.00
4	Cushion	28.00	23.00	19.00
5	Total incl delivery	231.00		
6				
7				
8	Total Delivery Charge	18.00		

o =sum(B2:B4)+$B$8



Type a function into cell F8 that will calculate the smallest value in the highlighted range.

Press the Enter key when you have finished.

Type = min (F5:F7) → press Enter

Which formula entered into **B10** would find the **total** amount of rainfall that fell in the seven days?

- =SUMB3:B9
- =SUM(B3:B9)
- =(SUM)B3:B9
- SUM=(B3:B9)

	A	B
1	Rainfall Statistics	
2		Millimetres per day
3	Monday	4.0
4	Tuesday	4.8
5	Wednesday	2.1
6	Thursday	1.6
7	Friday	9.3
8	Saturday	7.2
9	Sunday	4.2
10	Total Rainfall	

o =sum(B3:B9)

Which formula would display **10%** in cell **C3** if the customer order quantity is over **300**, and **0%** if not.

=IF(C3>300,10%,0%)

=IF(B3>300,10%,0%)

=IF(B3>300,0%,10%)

=IF(B3<300,10%,0%)

Microsoft Excel - The Solar Panel Co.xls

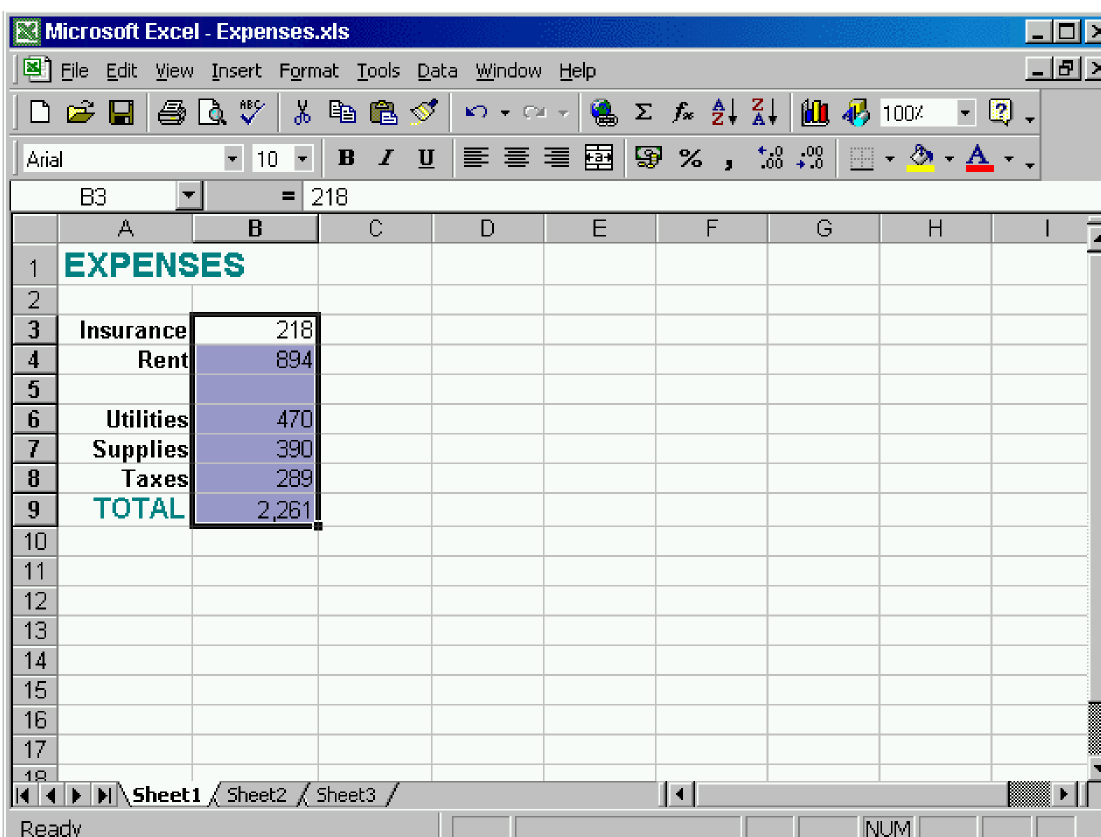
File Edit View Insert Format Tools Data Window Help

C3 =

	A	B	C	D
1	The Solar Panel Co.			Special Discount Rate of 10% for all order quanities over 300
2	Customer	Quantity Order	Discount	
3	Apex Builders	850		
4	Widgers Ltd.	250	0%	
5	Harris Houses	325	10%	
6	Orchard Builder	200	0%	
7	Energy Savers	100	0%	
8	Green Merchant	350	10%	

Customers / Invoices / She

o =IF (B3>300, 10%, 0%)



Change the display of the numbers in the selected range from no decimal places to one decimal place.

Click on increase decimal tool from the formatting tool bar

Microsoft Excel - Northwest.xls

F5 = =SUM(B5:E5)

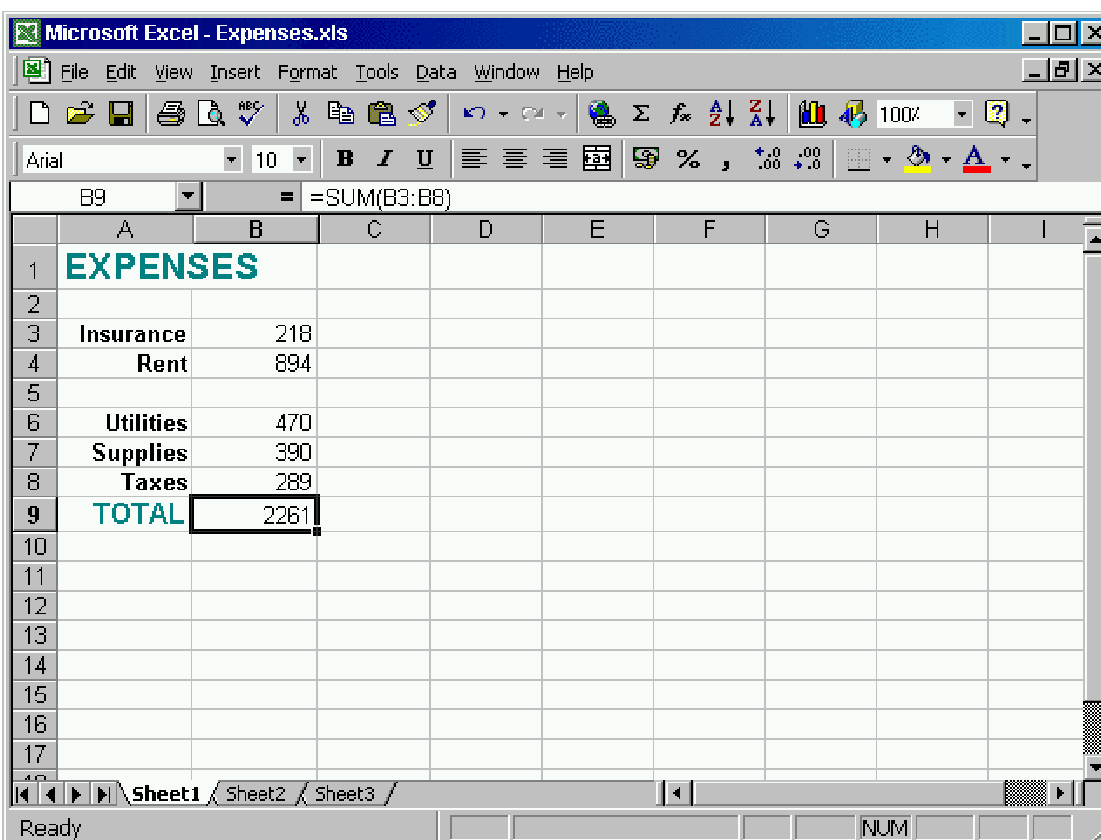
	A	B	C	D	E	F
1	**Profit Projection**					
2	**Northwest Retail Outlets**					
3						
4		**Quarter 1**	**Quarter 2**	**Quarter 3**	**Quarter 4**	**Yearly Estimate**
5	**Income**	450,000	635,000	480,000	580,000	2145000
6	**Costs**	195,000	320,000	250,000	300,000	1065000
7	**Profit**	255,000	315,000	230,000	280,000	1080000

Sheet1 / Sheet2 / Sheet3

Ready

Apply the Pound (£) currency symbol to the selected numbers.

Format → select cells → select currency from the category → select £ English (United Kingdom) → ok



Format the contents of the selected cell bold.

Click on the bold tool from the formatting tool bar

Microsoft Excel - Profit Pojections.xls

	A	B	C	D	E
1	Profit Projection				
2		Jan		Feb	
3		Actual	Forecast	Actual	Forecast
4	Income	12560	10000	12980	10000
5	Costs	2350	4000	4580	6000
6	Profit	10210	6,000	8400	4,000

Copy all of the formatting from cell B3 and automatically apply it to cell D3.

Click the format painter tool from the standard tool bar → click on cell D3

Microsoft Excel - Furniture Prices.xls

File Edit View Insert Format Tools Data Window Help

B1 = Colonial

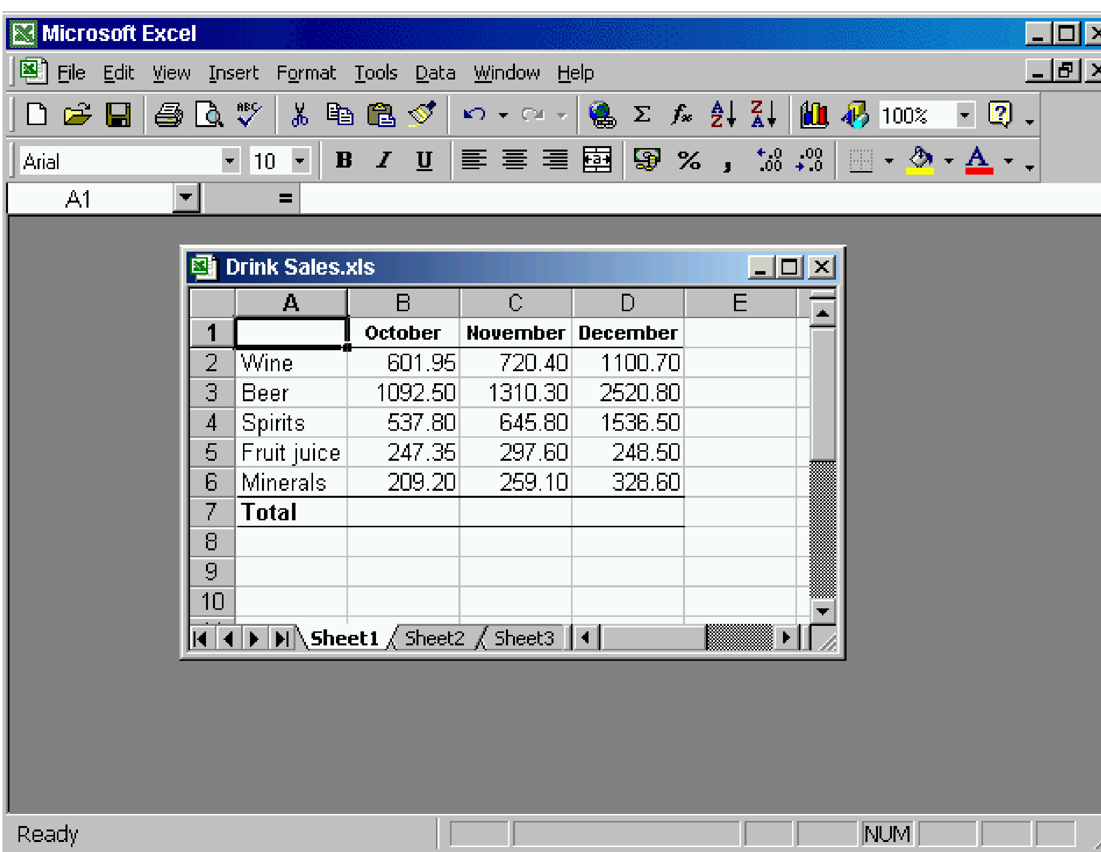
	A	B	C	D
1	**Details**	**Colonial**	**Metro**	**Cottage**
2	Chair	601.85	720.40	1100.70
3	Loose cover	1092.50	1310.30	2520.80
4	Cushion	537.80	645.80	1536.50
5	**Total incl delivery**	2890.20	2676.50	5158.00
6				
7				
8	Total Delivery Charge			

Sheet1 / Sheet2 / Sheet3

Ready NUM

Change the orientation of the text in the selected cells to vertical (90 degrees).

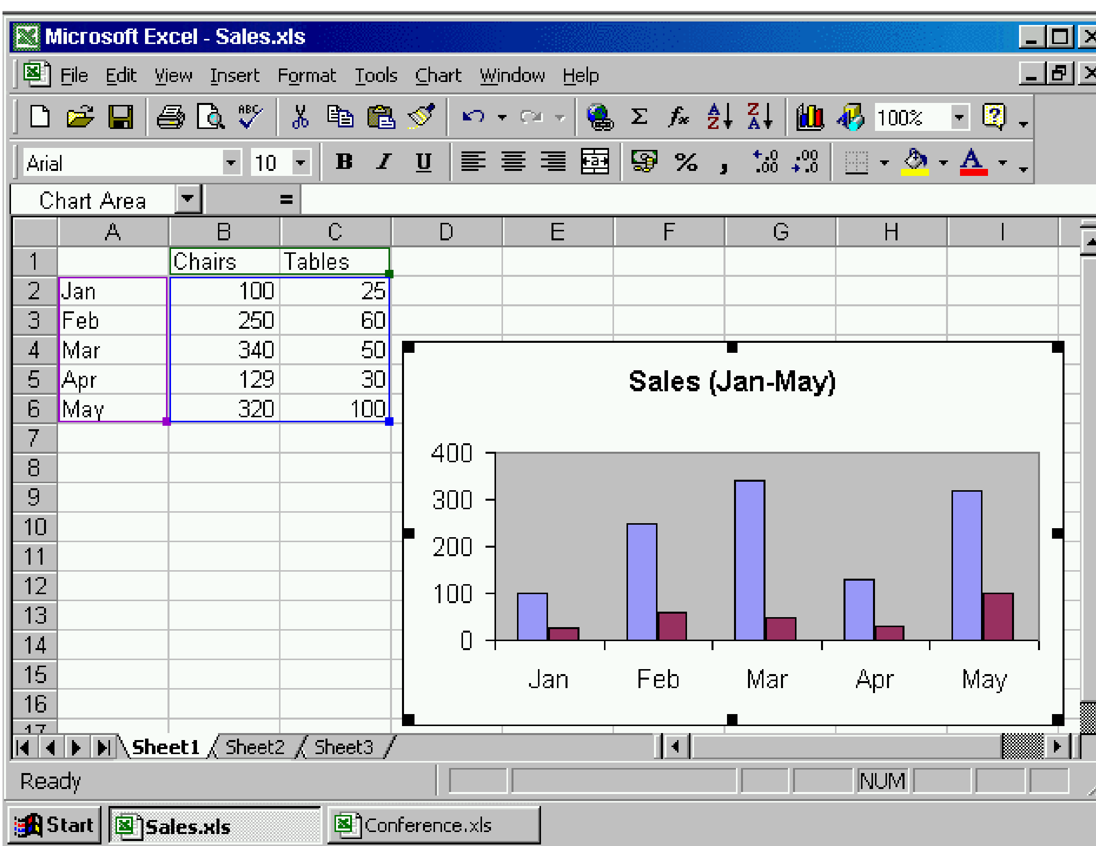
Format → select cells → select Alignment tab → in the orientation area move the red point up to the first point



	October	November	December
Wine	601.95	720.40	1100.70
Beer	1092.50	1310.30	2520.80
Spirits	537.80	645.80	1536.50
Fruit juice	247.35	297.60	248.50
Minerals	209.20	259.10	328.60
Total			

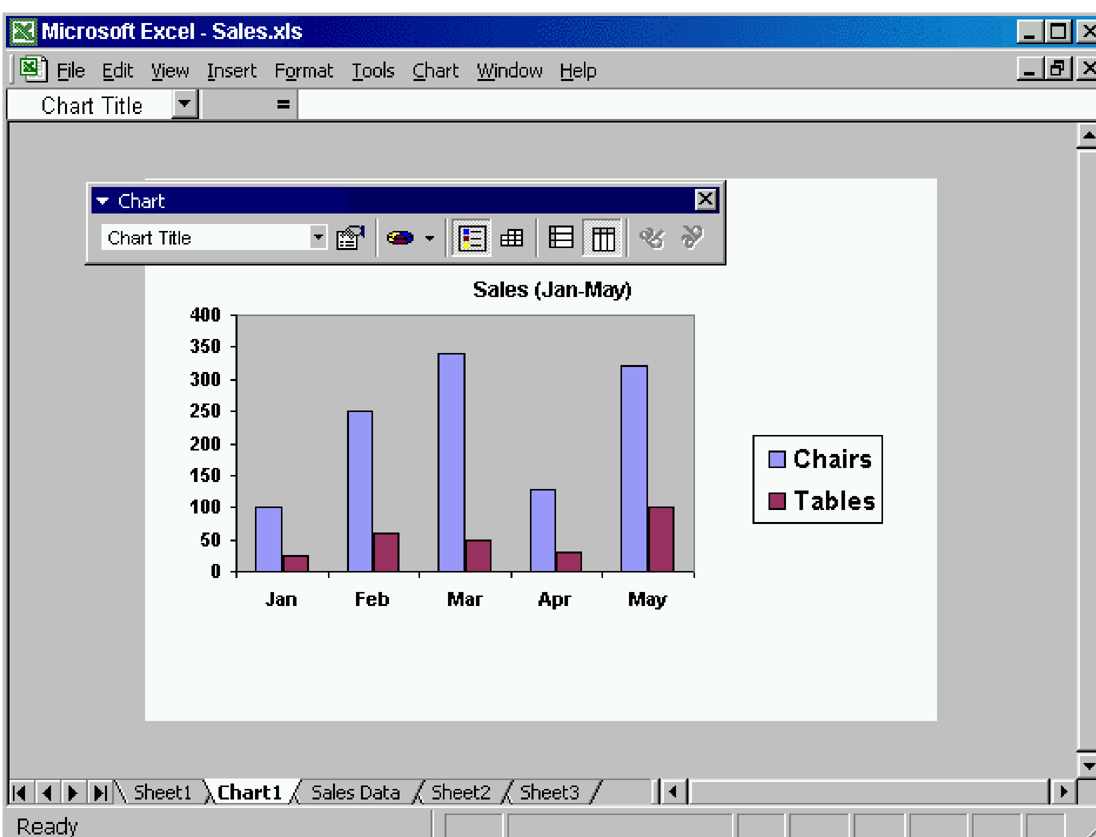
Select the range of cells A2 to B6.
Launch the Chart Wizard, and choose a Pie Chart.
Click Finish to submit your answer.

Select the range → insert → select chart → select pie in the chart type → click finish



Duplicate the selected chart into cell A1 of the Conference workbook.

Click copy from standard tool bar → select the Conference workbook → click paste from the standard tool bar



Change this column chart to a Bar Chart.

Click on the arrow in the chart type tool in the chart tool bar → select bar chart

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Cabernet Sauvignoi	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	2254.23	1803.38	601.85	72
Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	1690.67	1352.54	1092.50	131
Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	2113.34	1690.67	537.80	64
Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	704.44	563.55	247.35	29
Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	1408.89	1127.11	201.50	24
Chateau Neuf Du P	209.20	259.10	328.60	470.35	360.28	800.56	624.44	1328.89	1047.11	209.20	25
Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	1388.89	1107.11	269.20	31
Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	1220.85	998.88	799.10	60
Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	1113.88	914.10	914.10	71
Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	1559.43	1279.75	1279.75	100
Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	866.35	710.97	710.97	55
Vin du Pays du Tarn	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	2227.77	1828.21	1828.21	143
Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	2673.32	2193.85	2193.85	171
Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	1450.27	1190.16	1190.16	93
Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	248.50	242.35	224.14	21
Total	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	22249.72	18049.74	12299.68	1095

Sheet1 Sheet2 Sheet3

Ready NUM

Increase the measurement of the top page margin from 1 to 2 centimetres.

File → select page setup → select margins tab → type 2 in top box → ok

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

A1 = Inv No

Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method
271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier
272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Vilma	Two-Day Delivery
273	02-Jan	Family Chemist	599	83.86	682.86	90D	Vilma	Two-Day Delivery
274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Vilma	Same-Day Delivery
275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect
276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery
277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery
278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect
279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery
280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect
281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery
282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect
283	03-Jan	The Travel Agent	287	40.18	327.18	90D	Frank	Overnight Courier
284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect
285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery
286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery
287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect
288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect
289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Vilma	Collect
290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Vilma	Two-Day Delivery
291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier
292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery
293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery

Sheet1 Sheet2 Sheet3

Ready NUM

Adjust the page setup so that the entire contents of this worksheet will fit on 1 page wide by 3 pages tall.

File → select page setup→ delete number 4 and type 3→ ok

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

A1 =

	A	B	C	D	E	F	G	H	I	J	K	L
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	2254.23	1803.38	601.85	72
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	1690.67	1352.54	1092.50	131
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	2113.34	1690.67	537.80	64
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	704.44	563.55	247.35	29
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	1408.89	1127.11	201.50	24
7	Chateau Neuf Du P	209.20	259.10	328.60	470.35	360.28	800.56	624.44	1328.89	1047.11	209.20	25
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	1388.89	1107.11	269.20	31
9												
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	1220.85	998.88	799.10	60
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	1113.88	914.10	914.10	71
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	1559.43	1279.75	1279.75	100
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	866.35	710.97	710.97	55
14	Vin du Pays du Tarn	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	2227.77	1828.21	1828.21	143
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	2673.32	2193.85	2193.85	171
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	1450.27	1190.16	1190.16	93
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	248.50	242.35	224.14	21
18	**Total**	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	22249.72	18049.74	12299.68	1095
19												
20												
21												
22												
23												
24												

Sheet1 / Sheet2 / Sheet3

Ready NUM

Insert the file name field into the centre section of the header for this worksheet.

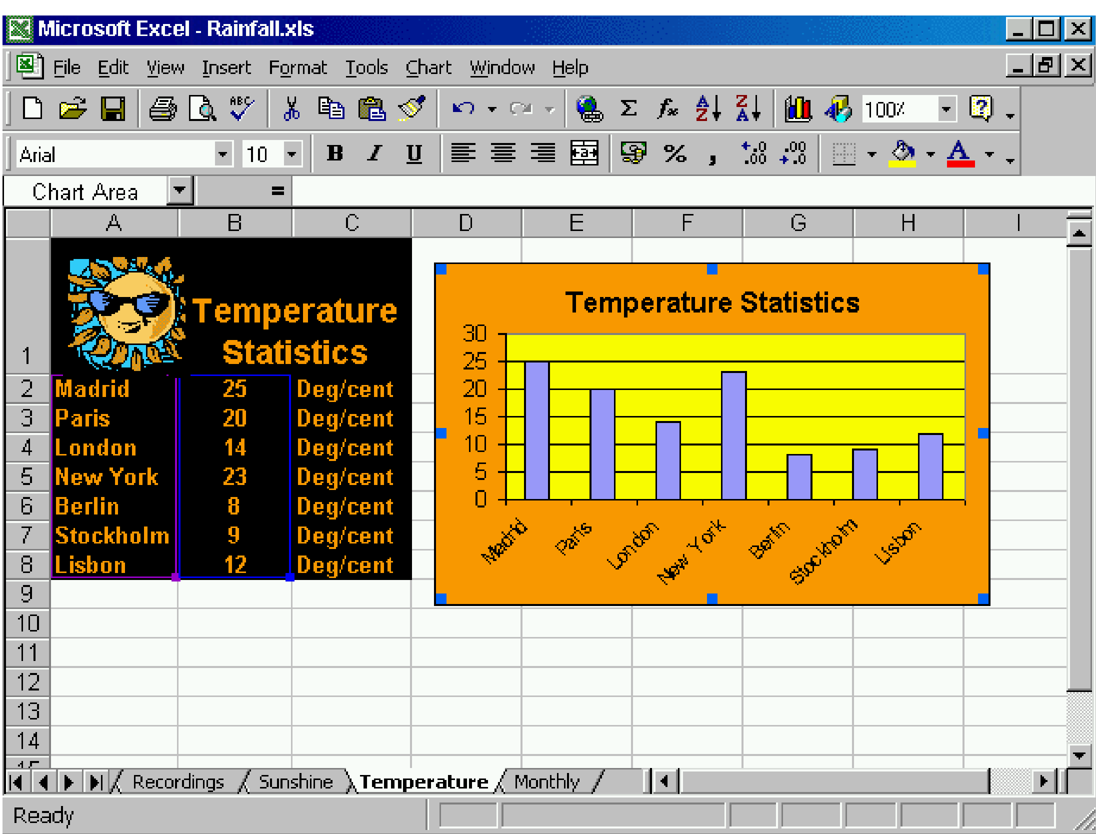
View → select Header and Footer → click custom Header → click in the center section → click on  → ok → ok

Microsoft Excel - Profit Projections.xls

	A	B	C	D	E	F	G
1	Profit Projection						
2		Jan		Feb		Mar	
3		Actual	Forecast	Actual	Forecast	Actual	Forecast
4	Income	12560	10000	12980	10000	13580	10000
5	Costs	2350	4000	4580	6000	5400	4000
6	Profit	10210	6,000	8400	4,000	8180	6,000
7							
8	Forecast Profit Quarter 1			16,000			

Change the settings for this worksheet so that the gridlines will print.

File → select page setup → select sheet tab → check the gridlines in the print section



Print the selected chart.

File → select print → ok

Microsoft Excel - Expense Claim.xls

=SUM(B3:B5)-B6

	A	B	C	D
1		Expenses		
2		Sep 11th	Oct 17th	Nov 4th
3	Meals	35.00	43.00	27.00
4	Hotel	55.00	49.00	54.00
5	Mileage	93.00	108.00	75.00
6	Cash from Petty cash	100.00	150.00	100.00
7	Amount due	83.00		

Save a copy of this workbook with the new name **Accounts**.

Note: Do not change the file location.

File→ save as →change the name Expense Claim into Accounts→ok

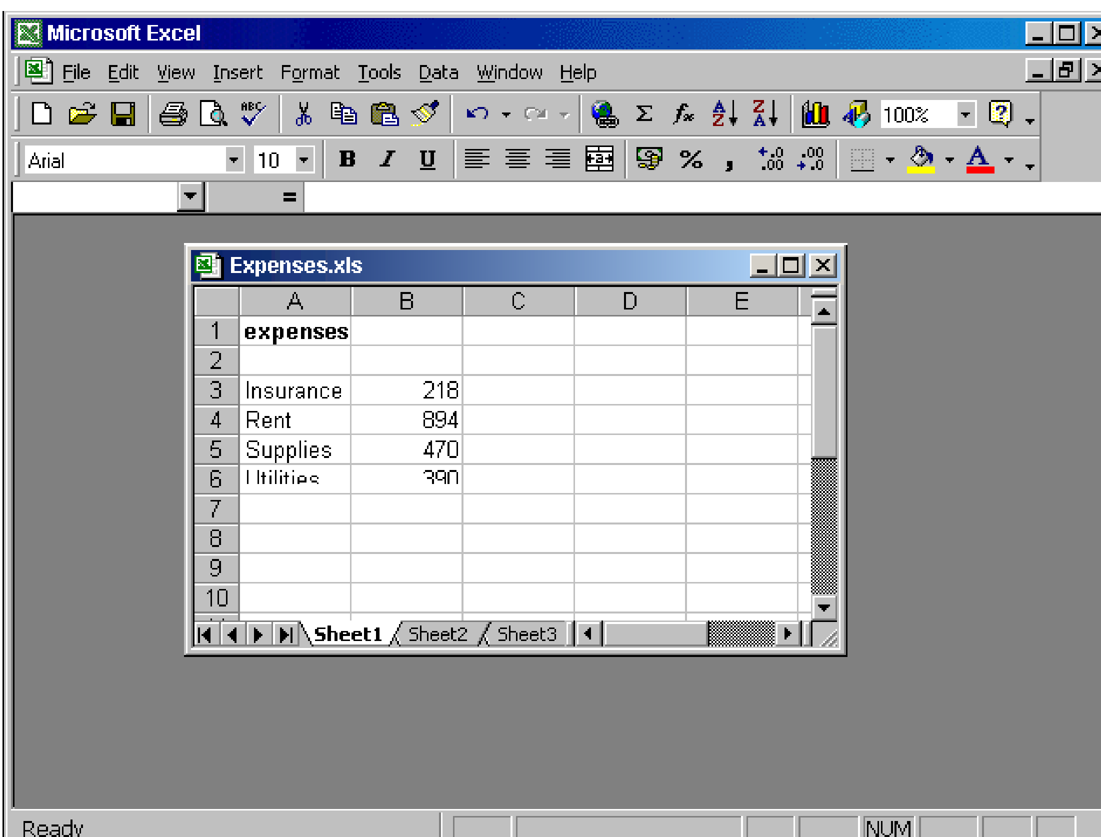
Microsoft Excel - Menswear.xls

E8 = 977

	A	B	C	D	E
1		Monthly sales			
2					
3					
4	Shirts	584	643	702	643
5	Trousers	675	749	823	897
6	Jeans	509	611	509	815
7	Ties	700	712	724	736
8	Suits	800	859	918	977

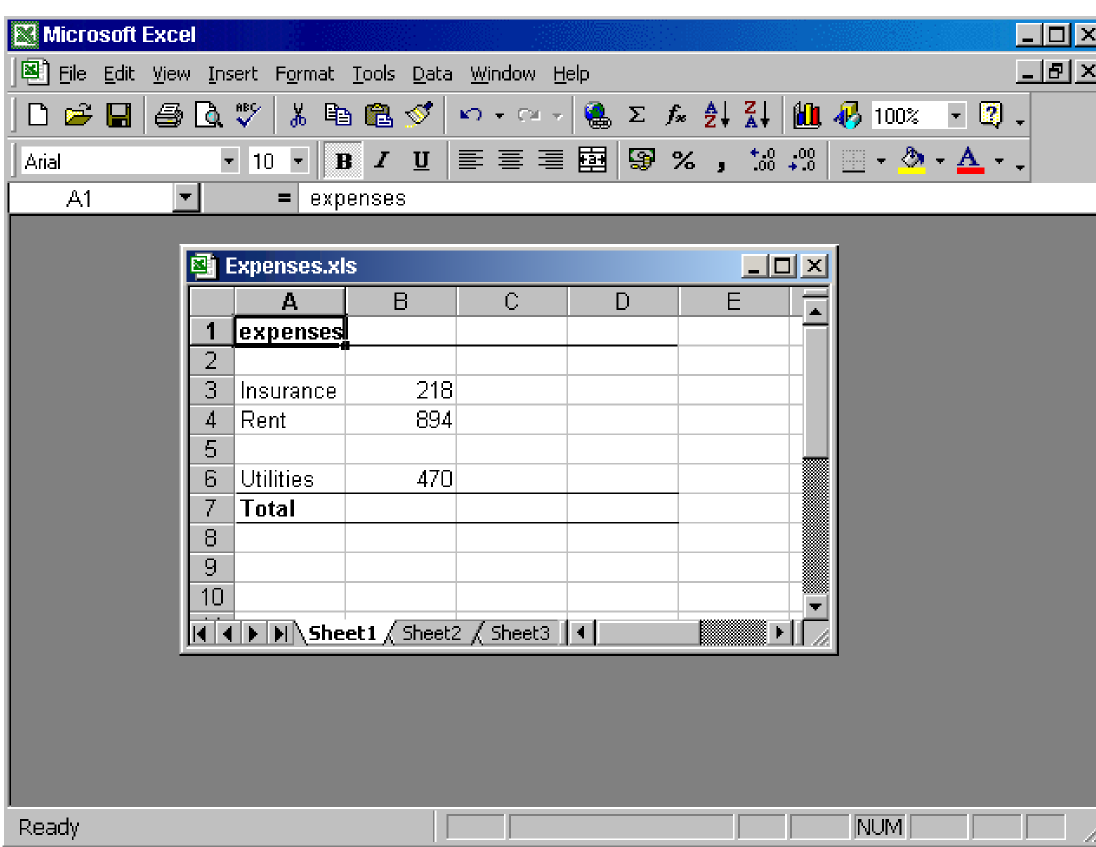
Click on the location that selects all of the cells in column C.

Click on the gray area of the column c



Delete row 5 from this worksheet.

Right click on the gray area → select delete



Clear the contents of cell B3 without deleting the actual cell.

Select cell B3→ press delete from the keyboard

Microsoft Excel - Quarterly Sales.xls

	A	B	C	D
1	Department Estimates - Marketing			
2		**January**	**February**	**March**
3	*Week1*	23560	10200	16500
4	*Week2*	18900	16800	19800
5	*Week3*	20600	12000	13000
6	*Week4*	9000	10500	12500
7	**Total**	**72060**	**49500**	**61800**

Sheet1 | Sheet2

Change the name of the worksheet from Sheet2 to Costs.

Right click on the sheet2 tab → select rename → type Costs

Microsoft Excel - Sales Department.xls

	A	B	C	D	E	F	G
1	P.C. Megastore						
2	Sales Department						
3	Employee	Hourly Rate	Hours Worked	Pre-tax Salary			
4	Cathy Miller	15.45	24				
5	Roger Tann	30.00	45				
6	Sue Diagio	25.60	40				
7	Mel Walker	32.50	35				
8	Greg Quinee	20.00	42				
9	Pu Dobbs	21.50	35				

Enter a formula in cell D4 that would calculate the Pre-tax Salary for Cathy Miller.

Press the Enter key when you have finished.

Type = B4*C4 → press Enter

If the Enter key was pressed to accept the formula in cell E9, which of the following would be the result:

- A #REF! error message
- A #VALUE! error message
- A #NAME! error message
- A Circular Reference error message

SUM | = | =E3+E5+E7+E9

	A	B	C	D	E	F
1	Profit Projection					
2			Income	Costs	Profit	
3	Jan	Actual	12560	2350	10210	
4		Forecast	10000	4000	6000	
5	Feb	Actual	12980	4580	8400	
6		Forecast	10000	6000	4000	
7	Mar	Actual	13580	5400	8180	
8		Forecast	10000	4000	6000	
9	Actual Profit Q1				=E3+E5+E7+E9	
10	Forecast Profit Q1				16000	

o A Circular Reference error message

If row 4 is deleted, which formula will then be in cell B6?

- =SUM(B3:B6)
- =SUM(B3:B5)
- =B3+B4+B5
- =SUM(B3:B7)

Microsoft Excel - Student Budget.xls

B7 | = | =SUM(B3:B6)

	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Clothes	40.00	65.00	25.00
4	Books	115.00	35.00	15.00
5	Travel	40.00	50.00	55.00
6	Entertainment	100.00	180.00	195.00
7	Total expenditure	295.00		
8				
9				
10				

o =sum(B3:B5)

Which formula entered into **E2** would calculate the **total cost (including delivery)** of a Barbados garden suite and, if copied down, would automatically calculate the total cost for the other two garden suites.

- ○ =SUM(B2:D2)+$B$6
- ○ =SUM(B3:D3)+$B$6
- ○ =SUM($B$2:$D$2)+B6
- ○ =SUM(B2:B4)+$B$6

Microsoft Excel - Garden Furniture.xls

	A	B	C	D	E
1		Table	Chairs (X4)	Sunshade	Total inc delivery
2	Barbados	99.00	160.00	48.00	357.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azure	110.00	240.00	70.00	
5					
6	**Delivery Cost**	50.00			

o =sum(B2:D2)+$B$6

Drag each **X** to a cell in this worksheet that contains an error.

X

X

X

Microsoft Excel - Fruit Totals.xls

File Edit View Insert Format Tools Data Wi

D7 = =SUM(B5:D6)

	A	B	C	D
1	Totals (Jan-Mar)			
2		**Jan**	**Feb**	**Apr**
3	Pares	10	5	10
4	Bananas	5	0	10
5	Oranges	15	15	5
6	**Total**	**30**	**20**	**25**
7	Quarterly Total			110

The first X put it on 110

The second X put it on Apr

The second X put it on pares

X

Microsoft Excel - Rainfall.xls

Rainfall Statistics

Millimetres per day				
	January			
	Week 1	Week 2	Week 3	Week 4
Monday	4	5.8	2.3	5.6
Tuesday	4.8	2.3		1.9
Wednesday		6.5	10.1	5
Thursday	1.6		0	3.2
Friday	9.3		2.5	0
Saturday	7.2	0	2.4	4.2
Sunday	4.2	1.2	2.8	1.1

	February			
	Week 1	Week 2	Week 3	Week 4
Monday	4	5.8	2.3	5.6
Tuesday	4.8	2.3		1.9
Wednesday		6.5	10.1	5

Print just the range A2:E11 selected in this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File → print → in print what section → select Selection

	A	B	C	D	E	F	G
1				Territory Sales Plan			
2							
3				Summary			
4					Territory	Last Year Actual	
5					United States	987263	
6					Europe	608273	
7					Africa	392837	
8						Total	
9						Average	
10						Minimum	
11						Maximum	

Type a formula into cell G8 which uses an appropriate function to calculate the total of the highlighted range.

Type =sum (f5:f7) →press enter from the keyboard

Which formula entered into **C12** would calculate the number of recorded rainfall readings taken over the 3 weeks?

- =NUMBER(B4:D10)
- =COUNT(B4:B10)+(C4:C10)+(D4:D10)
- =COUNT(B4:D10)
- =NUM(B4:D10)

	A	B	C	D
1	Rainfall Statistics			
2	*Units per day*			
3		**Week 1**	**Week 2**	**Week 3**
4	Mon	4	0.8	2.3
5	Tue	4.8	2.3	
6	Wed		6.5	
7	Thu	1.6		0.15
8	Fri	9.3		2.5
9	Sat	7.2	0.2	2.4
10	Sun	4.2	1.2	2.8
11				
12	**Recorded readings:**		16	

- o =count (B4:D10)

Which formula would display **7%** in cell **D8** if the customers order value is over **10,000** and would display **0%** if not.

- =IF(D7=10,000,7%,0%)
- =IF(D8>10000,7%,0%)
- =IF(D7>10000,7%,0%)
- =IF(D7<10000,7%,0%)

Microsoft Excel - The Solar Panel Co.xls

File Edit View Insert Format Tools Data Window Help

D8 =

	A	B	C	D
1	The Solar Panel Co Customer:			Discount Terms: 7% on all order values over 10,000
2	*Apex Builders*		*Order No.*	*SET009932*
3	**Order**	**Quantity**	**Price**	**Sub Total**
4	15"x 30" panels	150	34.55	5,182.50
5	9" x 12" panels	100	12.45	1,245.00
6	20" x 20" panels	200	30.00	6,000.00
7			**Order Value**	**12,427.50**
8			**Discount Rate**	7%
9			**Amount Due**	

Customers | Invoices | Shee

- o =if (D7>10000, 7%, 0%)

Microsoft Excel - Sales Plan.xls

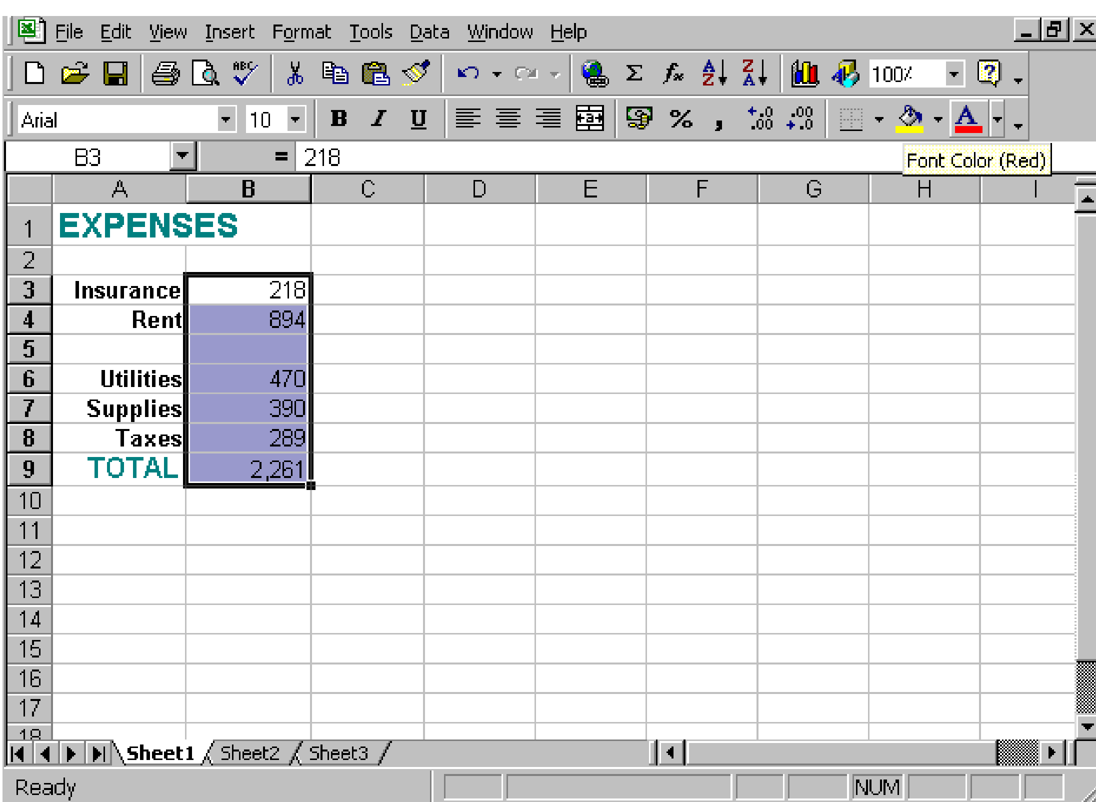
Territory Sales Plan

Summary

Territory	Last Year Actual
United States	987263
Europe	608273
Africa	392837
Total	
Average	
Minimum	
Maximum	

Change the formatting for the selected cells so they display with commas separating the thousands (e.g. 10,000).

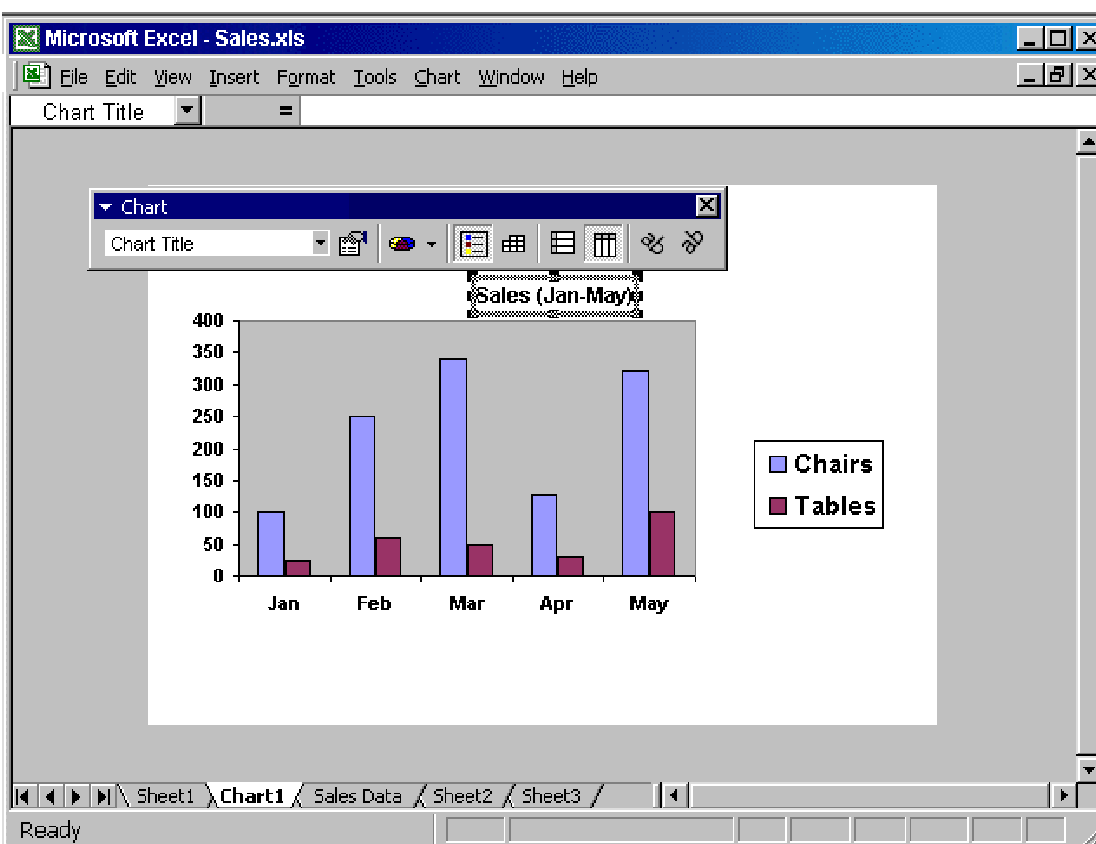
Click the comma style from the formatting tool bar



Add a border around the selected range.

Note: Do not change the default line style.

Click the arrow in the borders tool from formatting tool bar → select out side borders



Change the white background colour of the chart to yellow .

Click the arrow in the chart tool bar → select the chart area → click on the format

Chart area tool → select the yellow color → ok

Microsoft Excel - Buildings.xls

File Edit View Insert Format Tools Data Window Help

	A	B
1	EXPENSES	
2		
3	Insurance	218.00
4	Rent	894.00
5		
6	Utilities	470.00
7	Supplies	390.00
8	Taxes	289.00
9	TOTAL	2,261.00

Expenses / Sales / Clients

Ready NUM

Add a page footer with the text Confidential that will print at the bottom left of all the pages in this worksheet.

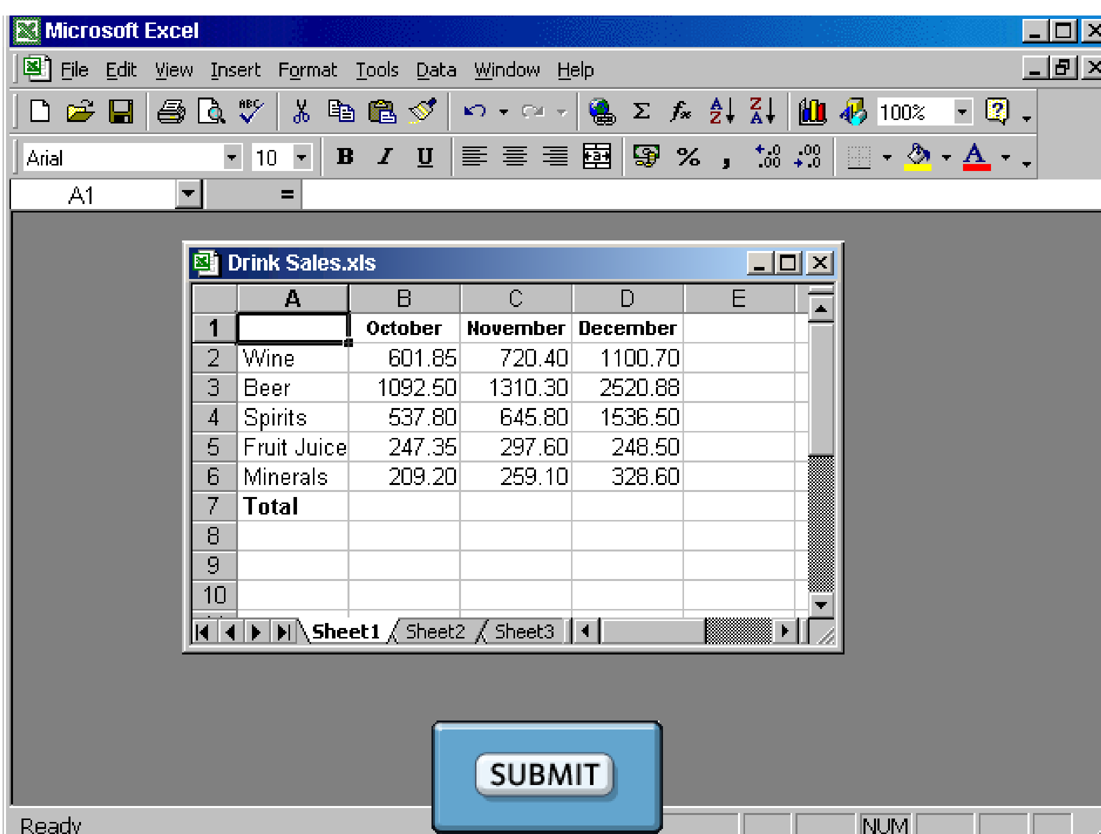
View → Header and footer → click on the custom footer → type Confidential

	A	B
1	EXPENSES	
2		
3	Insurance	218
4	Rent	894
5	Utilities	470
6	Supplies	390
7	Taxes	289
8	TOTAL	

Print this worksheet.

Note: This is a simulation - you do not need to have a printer attached to your computer.

File→ print → ok

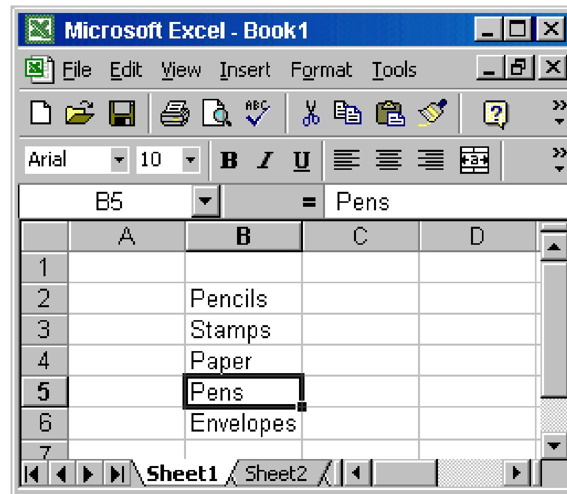


Use click-and-drag to select the range A4:C6
If necessary you can try again by repeating the click and drag action.

Select cell A4 and drag to cell C6

Dragging the fill handle up to cell B3 will fill B3 with:

- ○ Envelopes
- ○ Pens
- ○ Paper
- ○ Stamps



- o pens

Which **TWO** of the following would calculate the amount left to spend for **March**?

- ○ =D8-D12
- ○ =D12-D8
- ○ =SUM(D4:D7)-SUM(D10:D11)
- ○ =(D10:D11)-(D4:D7)
- ○ =SUM(D10:D11)-SUM(D4:D7)

	A	B	C	D
1		Personal Budget		
2		Jan	Feb	Mar
3	**Expenses**			
4	Rent	400	400	400
5	Bills	85	60	49
6	Food	120	120	120
7	Travel	0	32	230
8	Total	605	612	799
9	**Income**			
10	Salary	1,820	1,820	1,820
11	Bonus	53	60	202
12	Total	1,873	1,880	2,022
13	**To Spend!**			

- o =D12-D8
- o =sum(D10:D11)-sum(D4:D7)

	A	B
1	EXPENSES	
2		
3	Insurance	218
4	Rent	894
5		
6	Utilities	470
7	Supplies	390
8	Taxes	289
9	TOTAL	2261

Cut the selected range and paste it into cell A1 on the worksheet entitled Qtr 3 in this workbook.

Click on the cut tool from the standard tool bar → select the Qtr3 sheet → select cell A1→ click on the paste tool from the standard tool bar

Microsoft Excel - Student Register.xls

File Edit View Insert Format Tools Data Window Help

A3 = John Barry

	A	B	C	D	E
1	Student Register				
2	Class 1	Class 2	Class 3	Class 4	Cla
3	John Barry	Karl Wagner	Rachel Morton	Roger Sibille	Alain Sibill
4	Harry Knowles	Silva Gorma	Carlos Eduardo	Rachel Morton	Didier Blan
5	Gretta Bouche	Frances Smith	Pablo Sierchio	John Breen	Frances Sı
6	Anne Campbell	Shariq Siddiqui	Juan Gonzalez	Neill Plunkett	Graham Sh
7	Leo Bernstein	Lee Yuk Sin	Jim Jordan	Melanie Cutter	Karin Edell
8	Adam Edwards	Kim Nam Sim	Deirdre Gahan	Martin O'Neill	Sara Wagr
9	Enzo Farelli	Wolf Siegert	Anya Merton	Lee Siew Shen	Kim Nam S
10	Andrew Davidson	Alain Sibille	Kay Sigurd	Kay Sigurd	Klaus Sieb
11	Aisling Miller	Graham Short	Melanie Cutter	Juan Gonzalez	Lee Yuk S
12	Aaron Eder	Mark Edelbach	Lee Siew Shen	Jim Jordan	Mark Edelt
13	Dominique Seurat	Karin Edelbach	Martin O'Neill	Eugenia Katawa	Pietro And
14	Pili Halldare	Klaus Siebs	Cathryn Roberts	Deirdre Gahan	Rodrigo Pe
15	Naomi Byrne	Didier Blanc	Claudia Kelly	Claudia Kelly	Shariq Sid
16	Stefano Pescina	Rodrigo Pereira	Neill Plunkett	Cathryn Roberts	Shauna Bu
17	Min Chang	Shauna Buchanan	Eugenia Katawa	Carlos Eduardo	Silva Gorm

Sheet1 Sheet2 Sheet3

Ready NUM

Use the Find tool to find the name Kim Brown in this worksheet.

Edit → find → type Kim Brown → click on the find next button

	Tulips	Dahlias	Daffodils
Planting Schedule			
January	0	0	0
February	0	0	0
March	0	500	0
April	0	300	0
May	0	0	0
June	0	0	0
July	400	0	300
August	200	0	500
September	600	0	400
October	400	0	100
November	0	0	0
December	0	0	0

Trees | Annuals

Ready | NUM

Start | Planting.xls | Contracts.xls

Copy the entire Trees worksheet from this workbook into the Contracts workbook, so that it displays after Sheet1.

Right click on the Trees worksheet tab → select move or copy → check the create a copy → from the to book drop down list select the Contracts workbook → select (move to end) → ok

Microsoft Excel - Net Earnings.xls

B1 = Projected Earnings

	A	B	C	D
1		Projected Earnings		
2		Gross Earnings	Distrubuted Earnings	Net Earnings
3	Year 1	(2,500)	Nil	Nil
4	Year 2	0	Nil	Nil
5	Year 3	5,000	2,000	3,000
6	Year 4	20,000	10,000	10,000
7	Year 5	30,000	15,000	15,000

Projected / Earnings / Sheet3

Change the alignment of the selected title Projected Earnings, so that it is centred horizontally over columns B, C and D.

Format → cells → Alignment → from the drop down list of the Horizontal → select center Across Selection

If the formula in B7 is **copied** to cell **D7**, which formula will display in the formula bar when **D7** is selected?

- ○ =SUM(B3:B5)-B6
- ○ =SUM(C3:C5)-C6
- ○ =SUM(D3:D5)-B6
- ○ =SUM(D3:D5)-D6

Expenses Claim.xls

B7 = =SUM(B3:B5)-B6

	A	B	C	D
1		Expenses		
2		Sep 11th	Oct 17th	Nov 4th
3	Meals	35.00	43.00	27.00
4	Hotel	55.00	49.00	54.00
5	Mileage	93.00	108.00	75.00
6	Cash from Petty cash	100.00	150.00	100.00
7	Amount due	83.00		

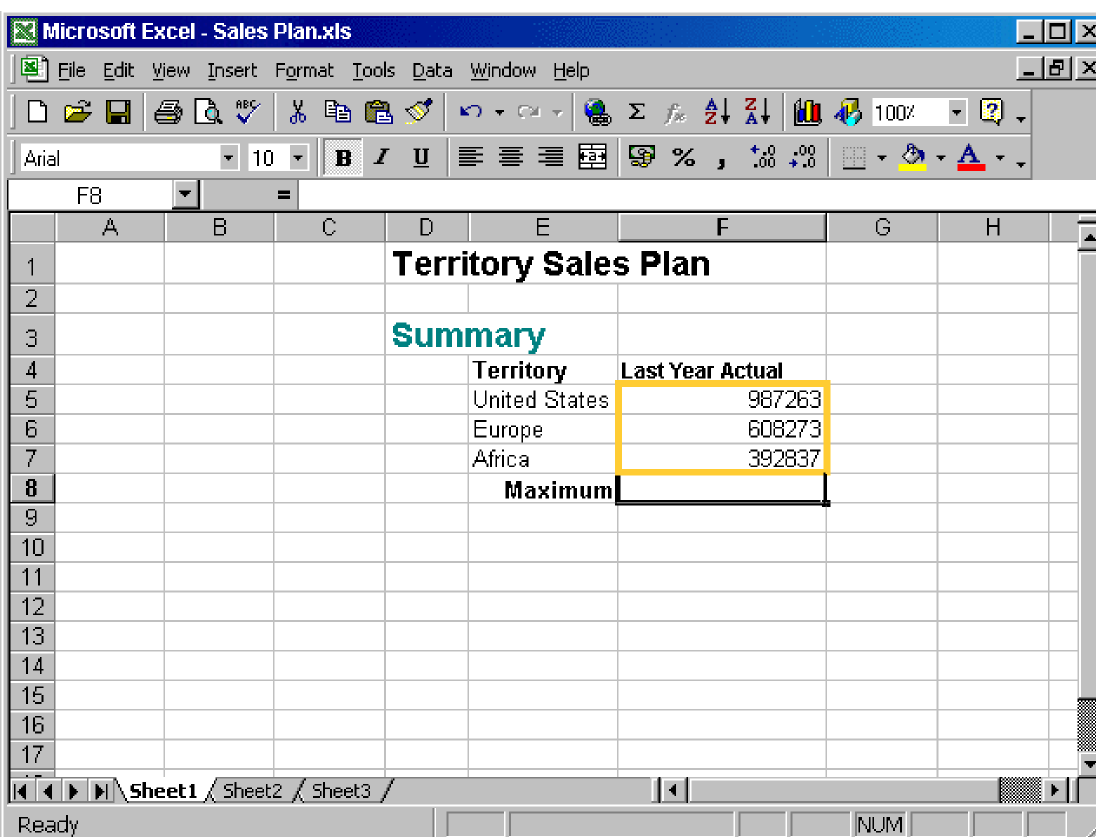
o =sum(D3:D5)-D6

Which formula entered into **B10** would find the **heaviest** rainfall in the seven days?

- ○ =MAXIMUM(B3:B9)
- ○ =(MAX B3:B9)
- ○ =MAXIMUM(B3:B10)
- ○ =MAX(B3:B9)

	A	B	C
1	**Rainfall Statistics**		
2		**Millimetres per day**	
3	Monday	4	
4	Tuesday	4.8	
5	Wednesday	2.1	
6	Thursday	1.6	
7	Friday	9.3	
8	Saturday	7.2	
9	Sunday	4.2	
10	**Maximum Rainfall**		
11			

o =max(B3:B9)



Type a formula into cell F8 using the appropriate function to calculate the greatest value in the highlighted range.

Press the Enter key when you have finished.

Type = max (F5:F7) → press enter from the keyboard

If the **Enter** key was pressed to accept the formula in cell **E8**, what would appear in the cell?

- #REF!
- 6,000
- #VALUE!
- #NAME!

SUM | =B8-D8

	A	B	C	D	E
1	Profit Projection				
2			Income	Costs	Profit
3	Jan	Actual	12560	2350	10210
4		Forecast	10000	4000	6000
5	Feb	Actual	12980	4580	8400
6		Forecast	10000	6000	4000
7	Mar	Actual	13580	5400	8180
8		Forecast	10000	4000	=B8-D8

o #VALUE!

Microsoft Excel - Department Payroll.xls

File Edit View Insert Format Tools Data Window Help

C3 = 0.10

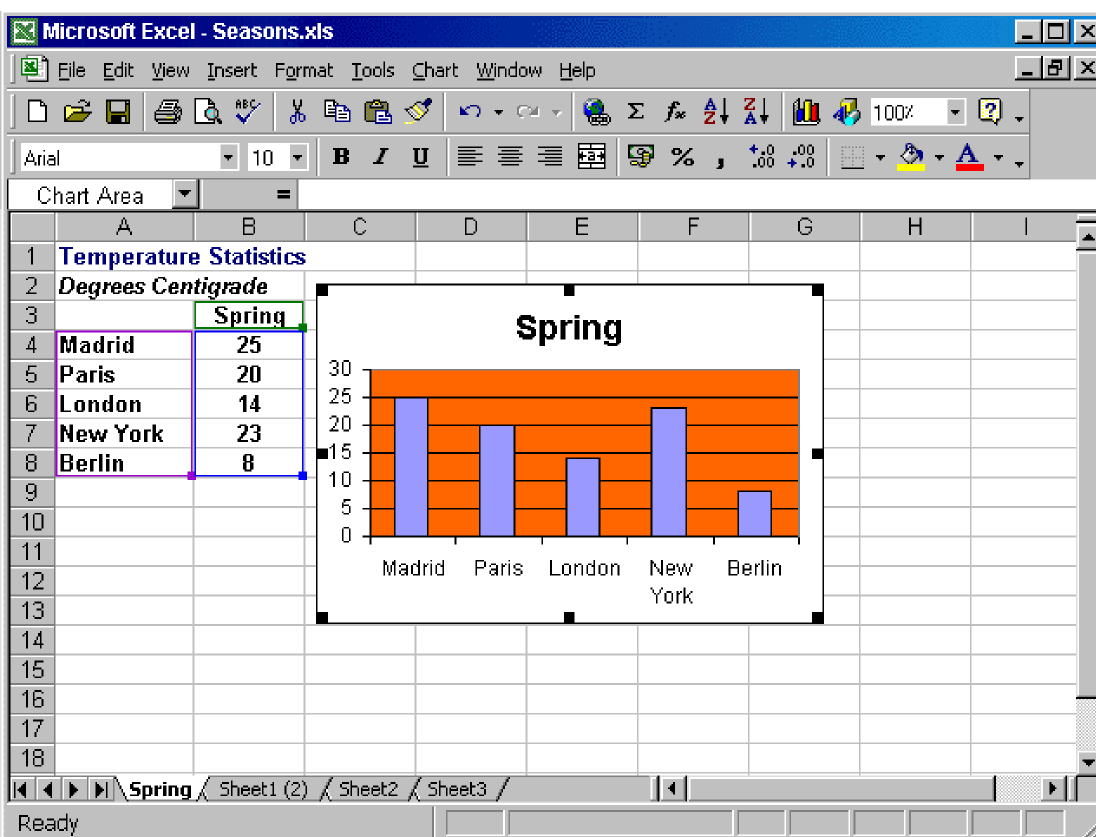
	A	B	C
1	EXPENSES		
2		$	% of Total
3	Insurance	$218.0	0.10
4	Rent	$894.0	0.40
5			
6	Utilities	$470.0	0.21
7	Supplies	$390.0	0.17
8	Taxes	$289.0	0.13
9	TOTAL	$2,261.0	

Sheet1 Sheet2 Sheet3

Ready NUM

Apply the Percentage style to the selected cells.

Click on the percent style tool from the formatting tool bar



Delete the selected chart from this worksheet.

Press Delete from the keyboard

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

Arial | Print Preview | 100%

A1 = Inv No

Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method
271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier
272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Wilma	Two-Day Delivery
273	02-Jan	Family Chemist	599	83.9	682.86	90D	Wilma	Two-Day Delivery
274	02-Jan	Cambridge Business Coll	289	40.5	329.46	90D	Wilma	Same-Day Delivery
275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect
276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery
277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery
278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect
279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery
280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect
281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery
282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect
283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier
284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect
285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery
286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery
287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect
288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect
289	03-Jan	Green's Restaurant	576	80.6	656.64	COD	Wilma	Collect
290	03-Jan	Ed's Electrical	599	83.9	682.86	60D	Wilma	Two-Day Delivery
291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier
292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery
293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery

Sheet1 / Sheet2 / Sheet3

Ready NUM

Preview the worksheet to see how it will look when printed.

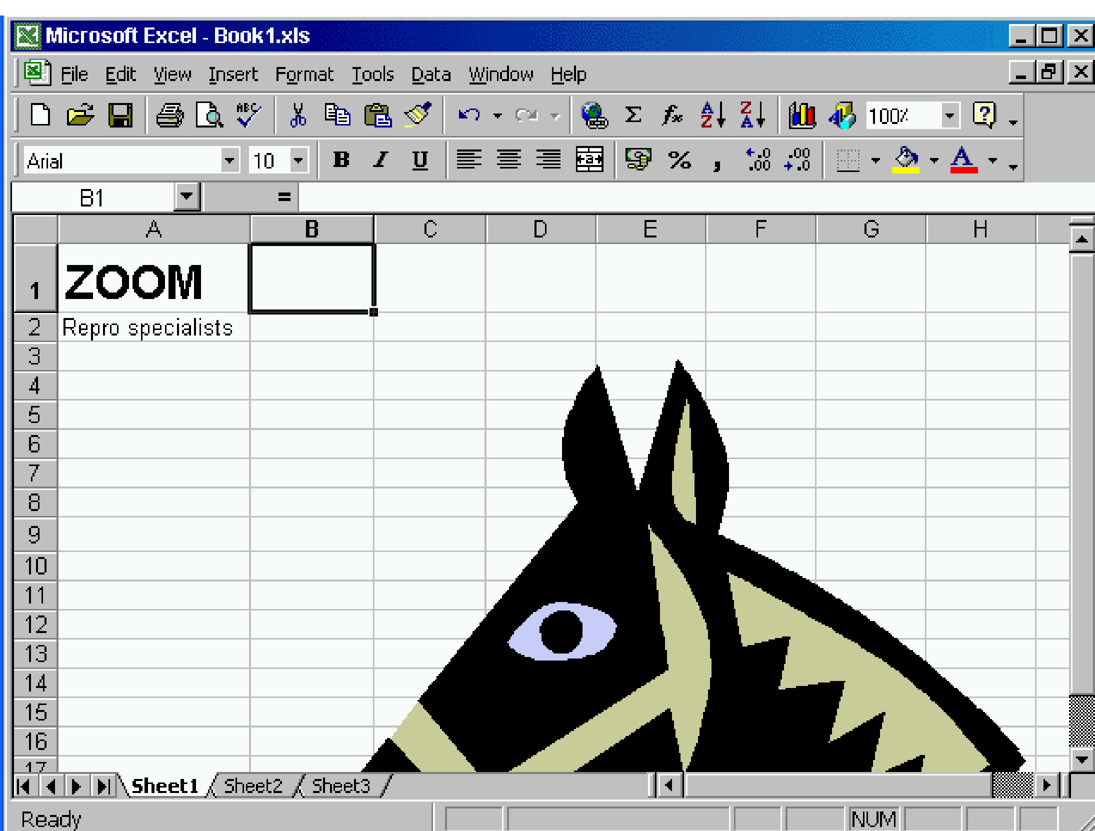
File → select print preview

Microsoft Excel - Profit Projections.xls

	A	B	C	D	E	F	G
1	Profit Projection						
2		Jan		Feb		Mar	
3		Actual	Forecast	Actual	Forecast	Actual	Forecast
4	Income	12560	10000	12980	10000	13580	10000
5	Costs	2350	4000	4580	6000	5400	4000
6	Profit	10210	6,000	8400	4,000	8180	6,000
7							
8	Forecast Profit Quarter 1			16,000			

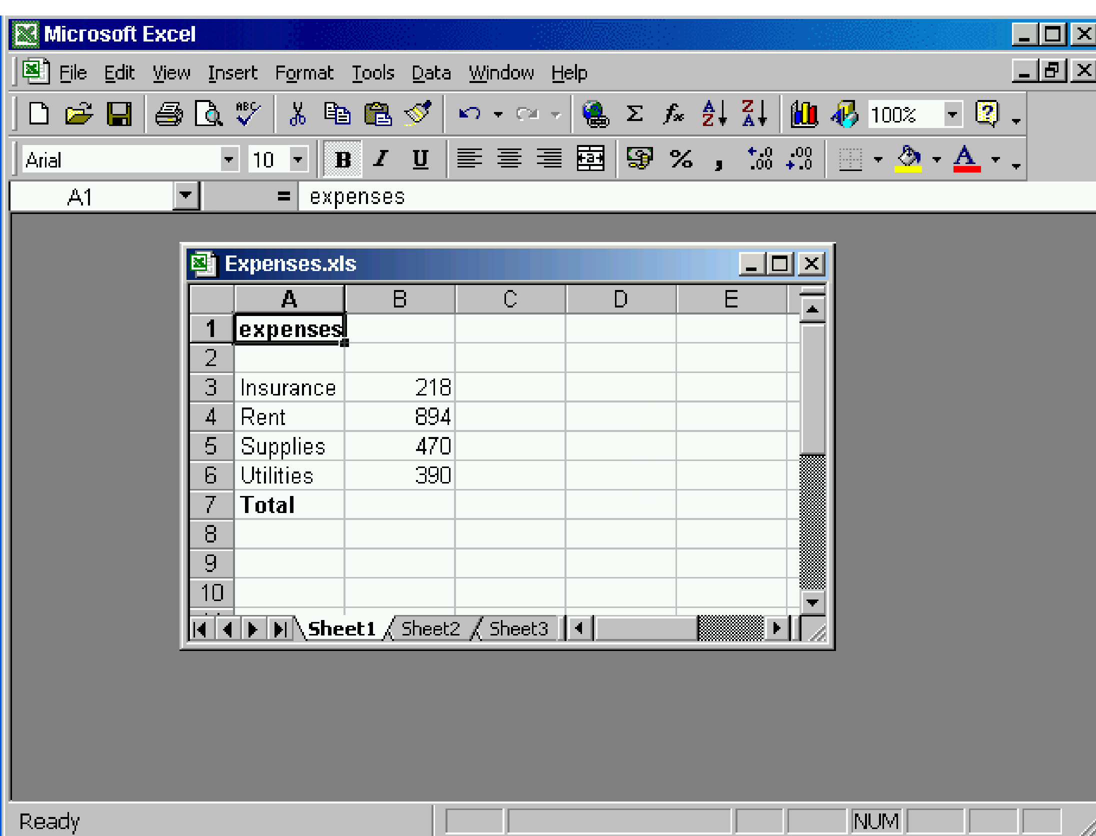
Print 3 copies of this worksheet.

File → select print → in the number of copies use the arrow to make it 3 → ok



View the above worksheet at 75% of its full size.

From the zoom tool in the standard toolbar use the drop down list and select 75%



Insert a blank row above row 5.

Select row 5 from the gray area → Insert Rows

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

I1 = Delivery Method

	G	H	I	J
1	Terms	Rep.	Delivery Method	Delivery Cost
2	60D	Gillian	Overnight Courier	22.00
3	30D	Wilma	Two-Day Delivery	12.00
4	90D	Wilma	Two-Day Delivery	12.00
5	90D	Wilma	Same-Day Delivery	35.00
6	COD	Evelyn	Collect	0.00
7	30D	Evelyn	Same-Day Delivery	35.00
8	60D	Evelyn	Two-Day Delivery	12.00
9	COD	Gillian	Collect	0.00
10	90D	Evelyn	Same-Day Delivery	35.00
11	COD	Gillian	Collect	0.00
12	30D	Gillian	Two-Day Delivery	12.00
13	COD	Gillian	Collect	0.00
14	90D	Frank	Overnight Courier	22.00
15	COD	Gillian	Collect	0.00
16	60D	Frank	Same-Day Delivery	35.00
17	90D	Frank	Same-Day Delivery	35.00
18	COD	Gillian	Collect	0.00
19	COD	Gillian	Collect	0.00
20	COD	Wilma	Collect	0.00
21	60D	Wilma	Two-Day Delivery	12.00
22	60D	Frank	Overnight Courier	22.00
23	90D	Frank	Two-Day Delivery	12.00
24	60D	Frank	Same-Day Delivery	35.00

Sheet1 Sheet2 Sheet3

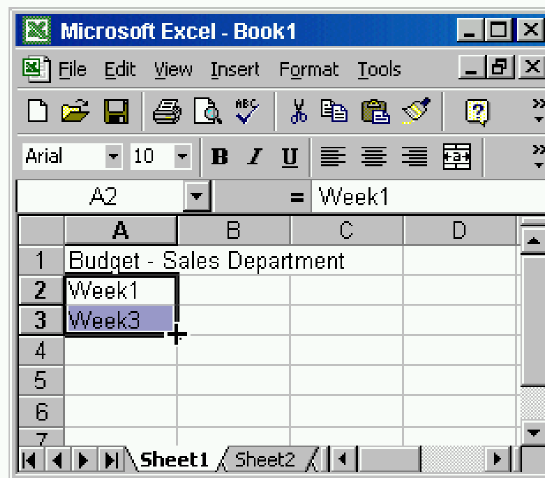
Ready

Automatically adjust the width of Column I so that its widest cell content is fully visible.

Format → column → Auto fit selection

Dragging the fill handle down to cell A5 will fill A5 with:

- Week 3
- Week 4
- Week 5
- Week 7



o Week 7

Which of the following formulas would calculate the **Net Sales** for **January** in this worksheet?

- =SUM(B2:B11)
- =B6+B11
- =B6-B11
- =SUM(B6:D6)-SUM(B11:D11)

B12 =

	A	B	C	D
1		January	February	March
2	Week1	12045	13500	29520
3	Week2	16520	16800	19800
4	Week3	23560	12444	14560
5	Week4	10250	23402	32001
6	Sales	62375	66146	95881
7	Week1	120	231	320
8	Week2	240	128	125
9	Week3	45	98	225
10	Week4	330	124	154
11	Refunds	735	581	824
12	Net Sales			

o =B6 – B11

Microsoft Excel - Planting.xls

	A	B	C	D
1	Planting Schedule			
2		Maple	Ash	Birch
3	January	200	100	0
4	February	150	100	0
5	March	150	100	0
6	April	0	100	0
7	May	0	100	100
8	June	0	100	100
9	July	0	100	50
10	August	0	100	200
11	September	150	100	200
12	October	300	100	200
13	November	400	100	200
14	December	100	100	150

Trees / Annuals

Move the entire Trees worksheet from this workbook into the Contracts workbook, so that it is the first worksheet in the workbook.

Right click on the trees worksheet → select move or copy → select Contracts workbook → ok

Which **one** of these combinations is used to indicate that cell C1 has an absolute reference?

- ○ £C£1
- ○ #C#1
- ○ $C$1
- ○ /C/1

o c1

Which formula entered into B10 would find the average amount of sunshine for March to September?

- ○ AVERAGE=B4
- ○ =(AVG)B3:B9
- ○ =AVERAGE(B3:B9)
- ○ =AVG(B3:B9)

B10 =

	A	B	C
1		Sunshine Statistics	
2		Hours per day	
3	March	4	
4	April	4.7	
5	May	2.1	
6	June	1.6	
7	July	9.3	
8	August	7.2	
9	September	4.2	
10	Average Hours/day		

o =average(B3:B9)

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

B1 = Date

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Wilma	Two-Day Delivery	
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6	275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
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21	290	03-Jan	Ed's Electrical	599	83.9	682.86	60D	Wilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery	

Sheet1 / Sheet2 / Sheet3

Ready NUM

Change the formatting for the selected column so the dates display in this format: 04-Mar-02

Format → cells → select date → select 04-Mar-02 → ok

Microsoft Excel - Net Earnings.xls

File Edit View Insert Format Tools Data Window Help

B1 = Gross Earnings

	A	B	C	D	E	F	G	H
1		Gross Earnir	Distrubuted	Net Earnings				
2	**Year 1**	(2,500)	**Nil**	**Nil**				
3	**Year 2**	0	**Nil**	**Nil**				
4	**Year 3**	5,000	2,000	3,000				
5	**Year 4**	20,000	10,000	10,000				
6	**Year 5**	30,000	15,000	15,000				

Sheet1 / Sheet2 / Sheet3

Ready NUM

Change the formatting so the selected text automatically wraps onto a second line within the cell.

Format → cells → select Alignment tab → check the wrap text → ok

Microsoft Excel - Drink Sales.xls

	A	B	C	D
1		October	November	December
2	Wine	601.85	720.40	1100.70
3	Beer	1092.50	1310.30	2520.80
4	Spirits	537.80	645.80	1536.50
5	Fruit Juice	247.35	297.60	248.50
6	Mixers	201.50	240.50	552.80
7	Minerals	209.20	259.10	328.60
8	**Total**	2890.20	3473.70	6287.90

Center align the text in the selected cells horizontally.

Click the center tool from the formatting toolbar

Microsoft Excel - Quarter1.xls

Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method
271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier
272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Vilma	Two-Day Delivery
273	02-Jan	Family Chemist	599	83.86	682.86	90D	Vilma	Two-Day Delivery
274	02-Jan	Cambridge Business Coll	289	40.46	329.46	90D	Vilma	Same-Day Delivery
275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect
276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery
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280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect
281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery
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292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery
293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery

Change the page orientation so that this worksheet will print on a page that is wider than it is tall.

File → page setup → select landscape → ok

Microsoft Excel - Office Budget.xls

	Jan/June	July/Dec
Office Budget		
Stationery	2,300	2,700
Hardware	45,000	12,000
Software	12,000	8,000
Cleaning	5,600	5,600
Telephone	1,900	1,900
Internet	2,000	2,000
Total	**68,800**	**32,200**

Save this workbook as a text file.

Note: Do not change the file name or location.

File → save as → in the save as type → from the drop down list → choose text (Tab delimited) → save

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

A2 = Cabernet Sauvignon

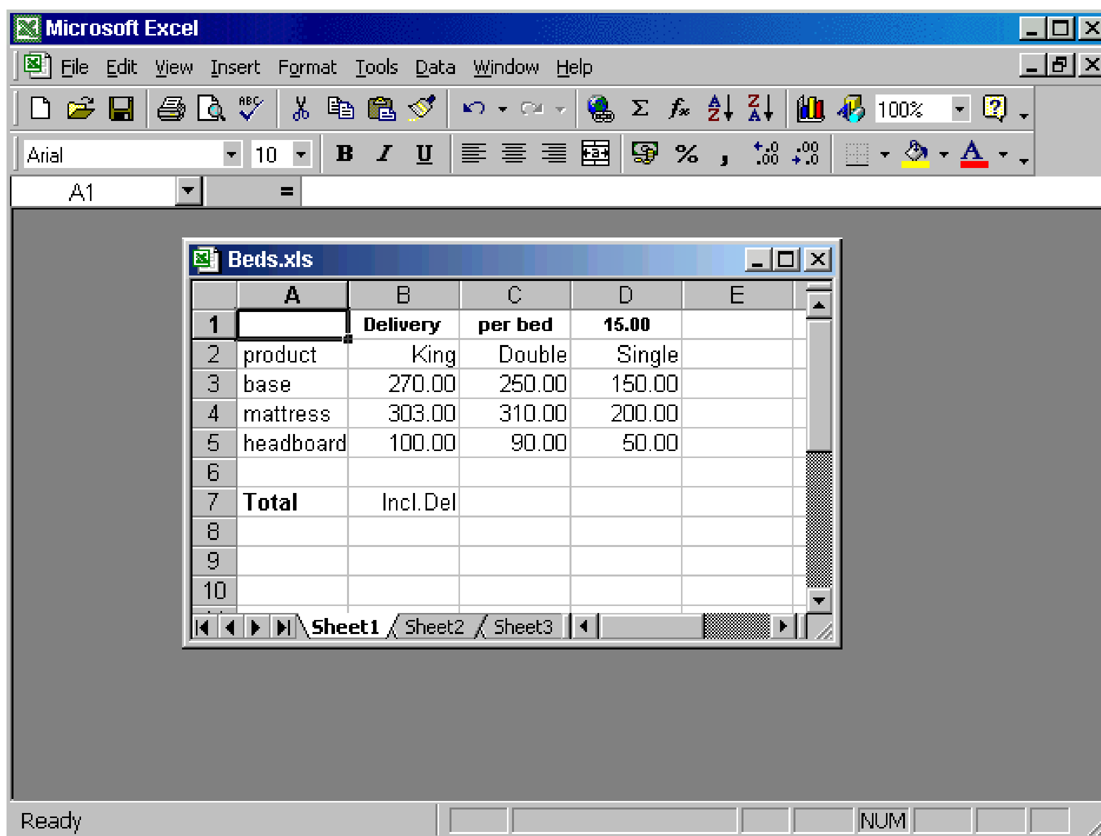
	A	B	C	D	E	F	G	H	I
1		**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**
2	Cabernet Sauvigno	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	225
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	169
4	Bergundy	537.80	645.80	1536.50	825.52	660.42	1320.84	1056.67	211
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	70
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	140
7	Chateau Neuf Du F	209.20	259.10	328.60	470.35	360.28	800.56	624.44	132
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	136
9									
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	122
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	111
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	155
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	86
14	Vin du Pays du Tai	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	222
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	267
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	145
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	24
18	**Total**	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	2224

Sheet1 Sheet2 Sheet3

Ready NUM

Freeze both the column A and row 1 titles in this worksheet.

Select the cell B2 → window → select freeze pane



	A	B	C	D	E
1		Delivery	per bed	15.00	
2	product	King	Double	Single	
3	base	270.00	250.00	150.00	
4	mattress	303.00	310.00	200.00	
5	headboard	100.00	90.00	50.00	
6					
7	Total	Incl.Del			
8					
9					
10					

Insert a new column between columns A and B in this worksheet.

Select the column B → insert → columns

Microsoft Excel - Sales Department.xls

File Edit View Insert Format Tools Data Window Help

D4 =

	A	B	C	D	E	F	G
1	P.C. Megastore						
2	Sales Department						
3	Employee	Gross Salary	Tax	Take home pay			
4	Cathy Miller	1524	789				
5	Roger Tann	2560	1250				
6	Sue Diagio	1560	690				
7	Mel Walker	1530	200				
8	Greg Quinee	2680	1200				
9	Pu Dobbs	1500	850				
10							
11							
12							
13							
14							
15							
16							

Sheet1 / Sheet2 / Sheet3

Ready NUM

Enter a formula in cell D4 using cell references that would calculate the Take home pay for Cathy Miller.

Press the Enter key when you have finished.

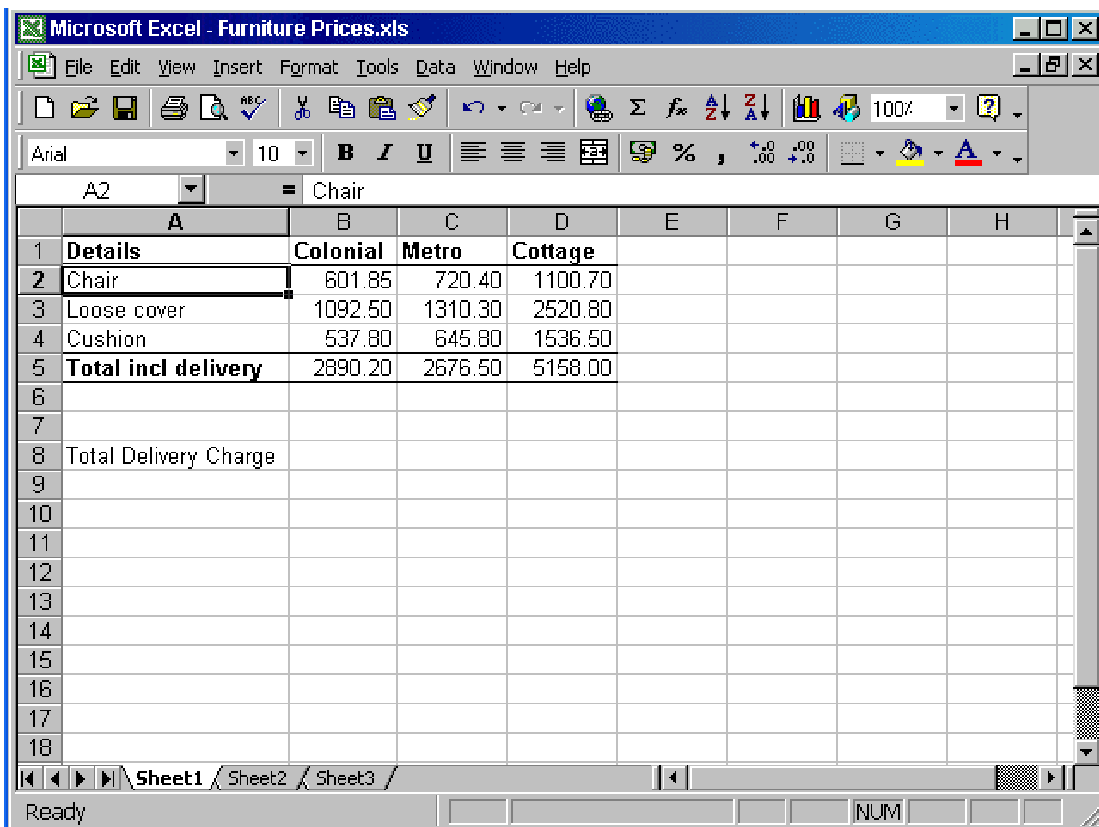
Type = B4-C4

Microsoft Excel - Menswear.xls

	A	B	C	D	E
1		Monthly sales			
2					
3					
4	Shirts	584	643	702	643
5	Trousers	675	749	823	897
6	Jeans	509	611	509	815
7	Ties	700	712	724	736
8	Suits	800	859	918	977

Close this workbook without closing the application.

File → close



Display the Drawing toolbar in the Microsoft Excel application window.

View → Toolbars → Drawing